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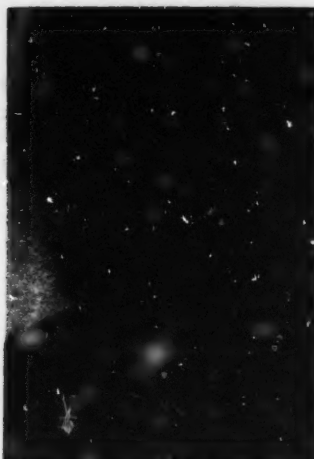
**ANNUAL
REPORT**
1983

**The Department of
Labour and
Employment Services**

84- 4487

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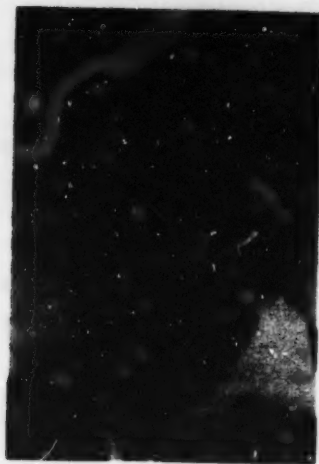
**The Honourable Pearl McGonigal
Lieutenant-Governor of the Province of Manitoba
Winnipeg, Manitoba**

Madame:

**I have the honour to respectfully submit to you the Report of the Department of
Labour and Employment Services for the year 1983.**

**Mary Beth Dolin
Minister of Labour and Employment Services**

December 31, 1983



The Honourable Mary Beth Dolin
Minister of Labour and Employment Services
Winnipeg, Manitoba

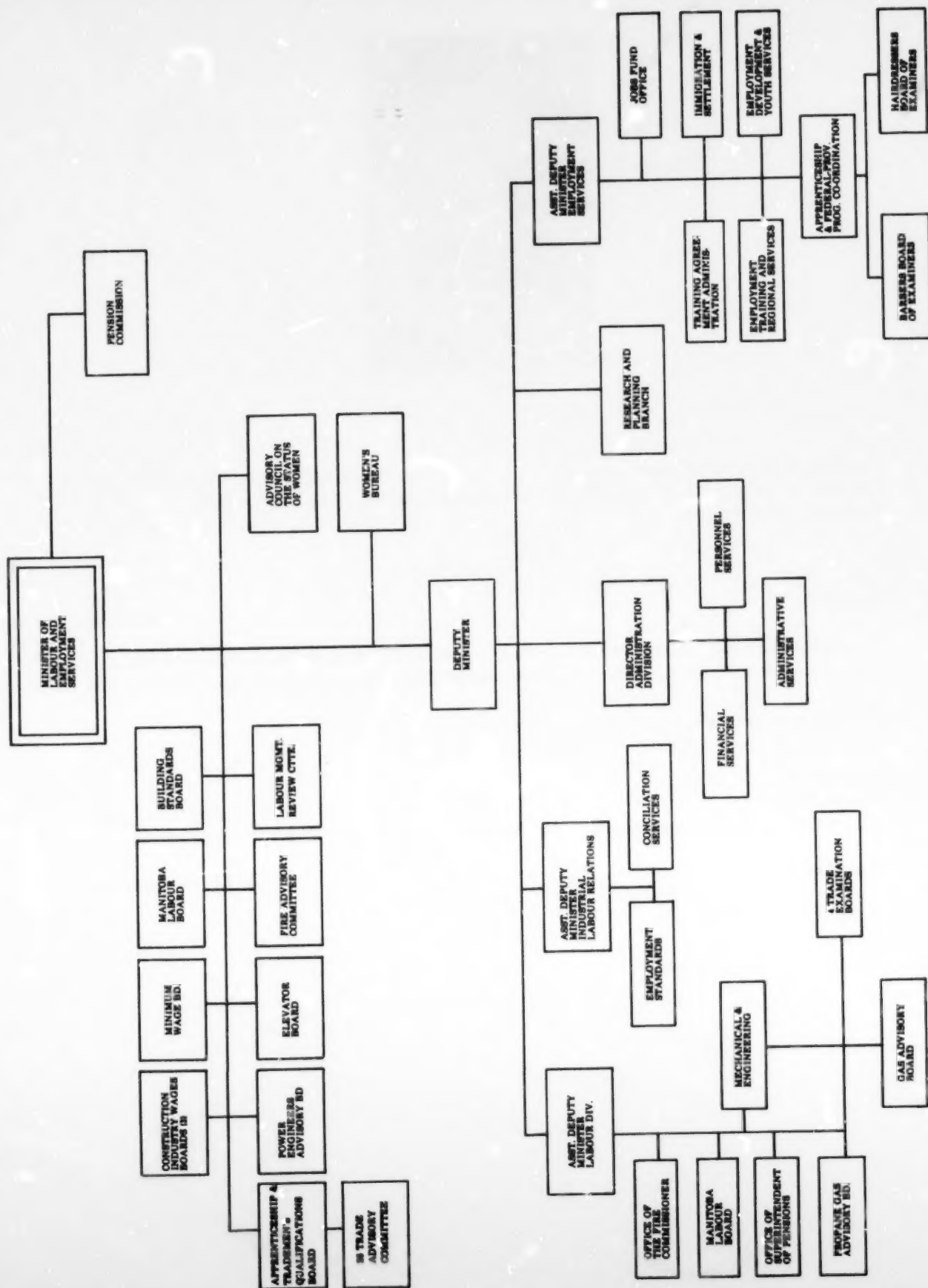
Madame:

I have the privilege to respectfully submit to you the Report of the Department of Labour and Employment Services for the year 1983.

Mary Eady

Mary Eady
Deputy Minister
Department of Labour and Employment Services

December 31, 1983



OVERVIEW

The Department of Labour and Employment Services continued to undergo significant organizational changes during the reporting year, particularly within the Employment Services Division.

As part of its continuing efforts to rationalize and strengthen its mandate of developing to the fullest, the employment potential of Manitoba's working residents and directing efforts at removing structural barriers to employment, the Employment Services Division undertook to reorganize its programs, services and resources. The primary objective of this reorganization was to provide a more complete and responsive service to Manitobans.

Five distinctive branches are now in place as a result of this reorganization:

1. Employment Development and Youth Services Branch
2. Training Agreement Administration Branch
3. Employment, Training and Regional Services Branch
4. Immigration and Settlement Branch
5. Apprenticeship and Federal/Provincial Programs Coordination Branch

Two significant aspects of this reorganization have been the establishment of a Federal/Provincial Program Coordination Unit within the Apprenticeship and Federal/Provincial Program Coordination Branch and the organization of all regional services under the Employment Training and Regional Services Branch. Employment Resource Centres are now strategically located throughout the province to provide Departmental Services, including a proactive job creation role, to Manitoba's rural residents.

In August of 1983, Manitoba's Pension Benefits act was amended to include several features not found in any other pension legislation, thus placing Manitoba's pension legislation amongst the most progressive in Canada.

The official sod-turning for the Emergency Services Training College in Brandon took place in September. The \$1.9 million facility will offer training for up to 1500 fire fighters, police, medical and emergency personnel. The Centre will also contain the Brandon Regional Office of the Fire Commissioner.

The Federal/Provincial Programs Coordination Unit entered into a jointly funded Federal/Provincial NEED/Employment Development program. This \$24 million program is aimed at the creation of employment intensive projects designed to present new employment

opportunities for the Manitobans who have exhausted their Unemployment Insurance Benefits.

Two major initiatives undertaken by the Immigration and Settlement Branch were: The establishment, with the Department of Education of a Joint Adult English as a Second Language Directorate; and the assumption by the Branch of the lead role in Canada in determining a provincial/territorial framework in the area of immigrant settlement.

The Employment and Youth Services Branch administered the Manitoba Employment Action Program which is the first winter and spring wage assistance program operated by the Provincial Government with a total of \$5.6 million being committed for this purpose.

Following a commitment made in the December 1982 Throne Speech, the Minister of Labour and Employment Services announced the establishment of a major review of Provincial Labour Legislation. The review is to take place in two stages, the first dealing with collective labour law and plant closure, and the second dealing with individual employment law and technological change. Public hearings were held in various Manitoba centres in June of 1983. Initial recommendations are expected in the spring of 1984.

The average size of Manitoba's labour force in 1983 was 508,000, up 12,000 or 2.4% from an average of 496,000 in 1982. This strong rate of labour force growth was primarily caused by a large increase in the rate of labour force participation from 64.9% in 1982 to 65.6% in 1983.

The total number of persons employed averaged 460,000, an increase of 6,000 or 1.3% recovering most of the 7,000 jobs lost during the 1982 recession. The average number of unemployed persons increased from 42,000 to 48,000.

For the year, Manitoba's unemployment rate was 9.4% up from 8.5% in 1982. Despite the increase, Manitoba's unemployment rate was 2.5 percentage points below the national average of 11.9% and was the second lowest provincial rate in the country behind Saskatchewan. The year marked the first time since 1973 that Manitoba's unemployment rate was below Alberta's.

On June 30, 1983, Mr. G. Boucher, Assistant Deputy Minister of Labour and Mr. L. O'Morrow, Director of the Mechanical and Engineering Branch both retired. Mr. Boucher and Mr. O'Morrow had lengthy records of outstanding service to the Department.

**Statistics Relating to the Administration of the Labour Relations Act
Respecting Applications to the Minister of Labour and Employment Services
Under Section 21(1)**

November 1, 1982 — October 31, 1983

Disposition of Cases

Type of Allegation	Cases Carried Over	Number of Requests for Investigator	Number of Appointments Made	Settled by Investigator	Disposition of Cases Referred to The Board	Referred to The Courts	Cases Pending At Oct. 31/83
Section 7	—	—	—	1	—	—	—
Section 6.1	—	1	1	—	1	—	—
Section 7	—	7	7	4	3	—	—
Section 9	—	1	1	—	1	—	—
Section 15(d)	—	1	1	1	—	—	—
Section 54.1	—	1	1	—	1	—	—
Section 68.1	—	2	2	2	—	—	—
	1	13	13	8	6	—	—

Notes To Table

- Section 6.1** Allegations that an employer has participated or interfered with the formation, selection or administration of a Union or the representation of employees by a Union
- Section 7** Allegations that an employer has discharged, refused to employ, or discriminated against a person because that person is or was a member of a Union or has participated in Union activities or has exercised their rights under the Act.
- Section 9** Allegations that an employer who at the time when a union is seeking to be certified, discharges or refuses to continue to employ an employee who is a member of a Union or who was applied for membership in the Union.
- Section 15(d)** Allegations of intimidation, coercion or threats by a Union or a representative to induce a person to becoming a member of a Union or to deprive any person of his rights under this Act.
- Section 54.1** Allegations of failure of a party to a collective agreement to meet and commence to bargain collectively.
- Section 68.1** Allegations of employer withholding from the Union the monthly dues deducted from wages of employees in the bargaining unit.

LEGISLATION ADMINISTERED BY THE DEPARTMENT OF LABOUR AND EMPLOYMENT SERVICES

- Amusements Act (Part II)
- Apprenticeship and Trademen's Qualifications Act
- Barbers Act
- Buildings and Mobile Homes Act
- Construction Industry Wages Act
- Department of Labour Act
- Electricians' Licence Act
- Elevator Act
- Employment Services Act
- Employment Standards Act
- Fire Departments Arbitration Act

- Fire Prevention Act (Part II)
- Gas and Oil Burner
- Labour Relations Act
- Power Engineers Act
- Payment of Wages Act
- Pension Benefits Act
- Remembrance Day Act
- Retail Businesses Holiday Closing Act
- Steam and Pressure Plants
- Vacations With Pay Act

Department Executive

The Department Executive is composed of the Deputy Minister, the Assistant Deputy Minister of Labour, the Assistant Deputy Minister of Industrial Relations, the Assistant Deputy Minister of Employment Services, the Director of Research and Planning, the Director of Administration and the Assistant to the Deputy Minister.

The Executive is responsible for overall departmental management and therefore provides the direction, control and coordination of all available resources towards meeting the departmental objectives.

Strategic planning, policy development, program delivery and program efficiency and effectiveness are also functions of the Executive.

Executive Members

Deputy Minister	Mary Eady
Assistant Deputy Minister — Labour	Gordon Boucher (retired)
Assistant Deputy Minister — Industrial Relations	Maurice Eyolfson
Assistant Deputy Minister — Employment Services	Doug Davison
Director of Research and Planning	Jim Nykoluk
Director of Administration	Bob Gorchynski
Assistant to the Deputy Minister	Ethel Kolochen



ADMINISTRATION DIVISION

Bob Gorchynski
Director

Administration Division

Director: Bob Gorchynski

The Administration Division consists of the Finance and Accounting Services Branch, the Personnel Management Services Branch and the Administrative Services Section. The Division provides those central support services essential to the operation of the Department. These services are provided under the general direction of the Director of Administration and include planning and administrative policy development, finance and accounting services, personnel management services and general administrative services.

Financial and Accounting Services Branch

The Financial and Accounting Services Branch provides a broad range of financial, accounting and budget services to the Department. These services include the following:

- Coordination and presentation of the departmental budget submission
- On-going monitoring and analysis of expenditures and revenues as they relate to the approved budget, to cash flow projections and to commitment reports
- Payment of accounts, grants and other financial transactions involved in administering departmental programs
- Handling and accounting for all revenues received by the Department
- Review and approval of those submissions, to central agencies, which have financial implications
- Provision of assistance and advice to program directors and managers in matters relating to financial and administrative aspects of program development, implementation and delivery.

Personnel Management Services Branch

The Personnel and Payroll Services Branch provides a centralized service to the Department in the areas of staffing, job evaluation, human resources development, training, employee relations, payroll and employee benefits.

During the reporting year, the Branch was also involved in the implementation of a Performance Review and Development Program for the Department, and assisting in the development and implementation of the Multi-Year Planning Process for the Administration Division as well as for the Department.

Major goals for Personnel and Payroll Services in 1984 include:

- Co-ordinating the development and implementation of an Affirmative Action Program for the Department;
- Development of a departmental training policy and the identification analysis and follow-up on staff training needs in the Department;
- Implementation of an Orientation Program.

Administration Services Section

The Administration Services Section provides general administrative services to the Department in both Winnipeg and the major rural centres, including vehicle management, space accommodation, office equipment and other miscellaneous services.

LABOUR DIVISION

Assistant Deputy Minister
G. Boucher (retired June 30, 1983)



Mechanical and Engineering Branch

Acting Director, Wayne Mault

The Mechanical and Engineering Branch is responsible for the administration of seven Acts and nine Regulations dealing with general public safety through inspection of equipment and licensing of tradespeople. The various acts and regulations cover design, construction, installation and operation of certain mechanical, electrical and fuel-fired equipment and the examination and licensing or certification of electricians, gas fitters, power engineers and projectionists. In addition, the Branch administers The Buildings and Mobile Homes Act, and is instrumental under this Act for the publication of the Manitoba Building Code.

Through its inspections, the Branch continued to promote safety and safety awareness. A total of 21,900 inspections alerted various owners of boilers and pressure vessels to some 700 potential hazards. Partly as a result of this program, there were no fatalities or

major accidents in the areas over which the Branch has jurisdiction.

Several amendments were made to the Third Edition of the Manitoba Building Code on the recommendation of the Building Standards Board.

The correspondence course for Building Inspectors was continued and revised as necessary. The second level of the course is being offered to inspectors who completed the first level.

The number of seminars on the Safe Use of Solid Fuel Appliances — wood stoves, fireplaces, etc. — were reduced due to fiscal restraint. There continues to be a strong interest by the public in this subject. The booklet "The Safe Use of Solid Fuel Appliances" was revised, reprinted and widely distributed.

A new electrician's licence was instituted. Two hundred twelve Journeymen Power Electricians' Licences were issued to persons working on high voltage distribution on privately owned equipment or utility owned equipment on private property.

Table 1

Number of Inspections Made and Certificates Issued
Under the Steam and Pressure Plants Act
November 1, 1982 — October 31, 1983

Type of Equipment	Number of Inspections				Number of Certificates Issued
	Existing ¹ Installations	New ² Installations	Shop ³ Inspections	Total	
Boilers	7,593	181	5	7,779	6,230
Unfired Pressure Vessels	4,224	377	2,140	6,741	3,575
Refrigeration Plants	534	10	—	544	401
Nuclear Equipment	—	—	43	43	—
Medical Gas	18	5	—	23	—
Total	12,369	573	2,188	15,130	10,206

¹The 4,224 includes 277 inspections of anhydrous ammonia portable vessels, stationary vessels, plant equipment and truck equipment.

²The 377 includes 167 inspections of anhydrous ammonia portable vessels, stationary vessels, plant equipment and truck equipment.

³These inspections were on the premises of the manufacturers at the time of fabrication. The 2,140 includes 40 inspections of prefabricated pressure piping.

⁴Certificates are issued each year in respect of all boilers and refrigeration plants and once every two years in respect of unfired pressure vessels. More than one inspection of an installation is sometimes made during the year so the number of inspections may not coincide with the number of certificates issued.

Table 2

**Welders Tested and Licences Issued
Under the Steam and Pressure Plants Act
November 1, 1982 - October 31, 1983**

Number of applicants	843
Number of passing	605
Number failing	238
Number of licenses issued	605
Unrestricted licence ¹	393
Company ²	212

¹Entitles holder to perform work on boilers and pressure vessels throughout Manitoba.

²Valid only for work performed on boiler and pressure vessels in the Plant concerned.

Table 3

**Number of Designs Examined and Registered
Under The Steam and Pressure Plants Act¹
November 1, 1982 - October 31, 1983**

Unfired Pressure Vessels	233
Propane or Ammonia Vessels	27
Nuclear Vessels	—
Boilers	21
Heat Exchangers	15
Welding Procedures	47
Valves and Fittings	59
Medical Gas Piping	2
Anhydrous Ammonia Facilities	1
Refrigeration Plants	6
Revisions to Registered Designs	16
Elevators	66
Propane Facilities	57
Miscellaneous	—
Total	550

¹An affidavit of Manufacture is required for every boiler and pressure vessel installed in Manitoba. In the time period under review, 890 such affidavits were processed.

Table 4

**Number of Certificates Issued Under
The Power Engineers Act
November 1, 1983 - October 31, 1983**

Class of Certificate	Number of Examinations Conducted	Number of Certificates Issued Including Renewals
1st Class	27	161
2nd Class	142	391
3rd Class	222	615
4th Class	223	948
5th Class	303	1,757
Steam Traction Engine Class	—	51
Refrigeration	81	175
Total	998	4,098

Table 5

**Number of Licences Issued Under
The Electricians' Licence Act
November 1, 1982 - October 31, 1983**

Class of Certificate	Number of Examinations Conducted	Number of Licences Issued Including Renewals ¹
Journeyman Electrician	2	125
Journeyman Power Electrician	—	212
Limited Construction Electrician	11	2
Limited Maintenance Electrician	6	—
Limited Appliance Repair Electrician	2	1
Limited Specialized Trade Electrician	—	5
Electronic Serviceman (Radio)	—	—
Electronic Serviceman (Radio & T.V.)	2	—
Total	23	345

¹Includes 92 Journeyman Licences to apprentices who completed their apprenticeship. Electrician's licences are issued on a four year basis. The next general renewal time for these licences will be in 1985.

Table 6

Number of Inspections of
Electrical Installation Under
The Electrician's Licence Act

November 1, 1982 - October 31, 1983

Type of Inspection	Number of Inspections
Electrical installations in buildings	—
Conductivity Tests of Hospital Operating Room Floors	—
Fire and Explosion Investigations	3
Total	3

Table 7

Inspection of Non C.S.A. Approved
Electrical Equipment
Under The Electricians' Licence Act

November 1, 1982 - October 31, 1983

Items inspected and labelled	7,123
Items rejected	408
Total	7,531

Table 8

Inspections Under
The Gas and Oil Burner Act

November 1, 1982 - October 31, 1983

Type of Installation	Number of Inspections
Domestic Gas Appliances	1,545
Commercial and Industrial Gas Equipment	1,086
Domestic Oil Appliances	153
Commercial and Industrial Oil Equipment	60
Propane Equipment	745
Propane Storage and Filling Plants	326
Construction Heaters	146
Chimneys, Flues and Vents	220
Fire and Explosion Investigations ¹	29
Total	4,310

¹The 29 includes 6 wood fire investigations.

Table 9

Issue of Permits to Install
Gas and Oil-Fired Equipment
Under The Gas and Oil Burner Act

November 1, 1982 - October 31, 1983

Type of Installation	Number of Permits Issued
Domestic Gas Appliances	13,887
Commercial and Industrial Gas Equipment	1,475
Domestic Oil Appliances	28
Commercial and Industrial Oil Equipment	67
Total	15,457

Table 10

Survey of Plans for Gas and Oil Installations
Under The Gas and Oil Burner Act

November 1, 1982 - October 31, 1983

Type of Equipment	Number of Plans		
	Received	Approved	Rejected
Gas Equipment	378	366	12
Oil Equipment	3	3	—
Total	381	369	12

Table 11

Inspections of Non-Approved
Gas and Oil-fired Equipment
Under the Gas and Oil Burner Act¹

November 1, 1982 - October 31, 1983

Type of Equipment	Number of Inspections
Gas-Fired Equipment	325
Oil-Fired Equipment	174
Chimneys	24
Total	523

¹Equipment which is inspected and approved is labelled.

Table 12

**Licences Issued to Gas Fitters and
Oil Burner Installers
Under The Gas and Oil Burner Act**

November 1, 1982 - October 31, 1983

Class of Licence	Number of Examinations Conducted	Number of Licences Issued Including Renewals
Oil Burner Installers	7	340
Domestic Gas Fitters	97	987
Commercial and Industrial Gas Fitters	11	186
L.P. Gas Fitters	—	21
Special Gas Fitters	—	78
Utility Gas Fitters	—	159
Total	115	1,771

Table 13

**Permits Issued, Inspections Made and
Elevator Plans Surveyed
Under The Elevator Act**

November 1, 1982 - October 13, 1983

Type of Elevator	Permits Issued	Number of Inspections	Number of New Elevators Approved For Service
Passenger Elevators	1,410	1,281	36
Freight Elevators	495	545	12
Escalators	142	114	1
Dumbwaiters	190	187	11
Hand Powered Elevators	10	45	1
Man Lifts	34	20	1
Manhoists	—	8	—
Ski Lifts	20	6	—
Inclined Passenger Lift	6	17	14
Total	2,307	2,223	76

Table 14

**Number of Licences Issued
Under The Amusements Act (Part II)**

November 1, 1982 - October 31, 1983

Class of Licence	Number of Examinations Conducted	Number of Licences Issued Including Renewals
Projectionists	8	127
Apprentices*	—	2
Total	8	129

* Persons may become apprentices on application. They are not examined.

Table 15

Inspections¹ of Amusement Rides and Booths

November 1, 1982 - October 31, 1983

Total Number of Inspections	268
Orders Issued for Remedial Action	153
Electrical Hazards	85
Mechanical Hazards	58
Number of Rides Condemned	0

¹ Inspections and re-inspections, where necessary, were made of amusement rides and booths operated during the year by 15 shows in 17 locations in the Province.

Table 16

Permits and Labels Issued for Mobile Homes
And Travel Trailers Under
The Building and Mobile Homes Act

November 1, 1982 - October 31, 1983

Permit to Sell or Lease ¹	395
Special Approval of Non-Certified Units ²	75
Total Inspection and Certification of Non-Approved Units ³	96
Total Inspection and Certification at Site of Manufacturer	68
Total	634

¹Following inspection for apparent hazards, in many cases units require more than one inspection prior to being approved.

²Following inspection for apparent hazards in units owned by individuals prior to April 1, 1976.

³Individual units brought into the Province from the U.S. or other areas not C.S.A. labelled or units constructed by individual owners in Manitoba.

Table 17

Plan Examination And Inspections
Relating to Building Standards

November 1, 1982 - October 31, 1983

Type of Building	Plans Examined	On Site Inspections
Town Centres	0	0
Theatres	1	2
Churches	25	107
Community Halls & Clubs	97	248
Day Care Centres	3	7
Swimming Pools	0	0
Licensed Beverage Rooms	7	12
Restaurants	20	63
Museums	6	12
Schools	30	80
Rinks & Arenas	70	223
Grandstands	10	15
Jails, Penitentiaries	0	0
Police Stations	1	0
Hospitals	2	17
Personal Care Homes	6	28
Group Foster Homes	1	2
Apartments	7	30
Hotels & Motels	16	42
Housing Projects	7	21
Houses	224	16
Office Buildings	18	23
Department Stores	2	2
Exhibition Halls	0	0
Shops, Stores	6	14
Bulk Fertilizer Storage	1	0
Factories	9	20
Grain Elevator, Seed Processing	17	30
Aircraft Hangars	0	1
Repair Garages	7	10
Storage Warehouses	4	9
Workshops	7	11
Storage Rooms	1	0
Storage Garages	12	2
Total	617	1047

Office of the Fire Commissioner

A.M. (Gus) Thorimbert, Fire Commissioner

The Office of the Fire Commissioner administers Part II of the Fires Prevention Act, the Manitoba Fire Code (Regulation 189/82) and Fire Hose Couplings and Fittings (Regulation 96/64).

The overall goals of the Fire Commissioner's Office are to promote the prevention of fires and to minimize loss of life and property when fires occur.

In doing so, the Branch has five specific objectives:

- To enforce regulations governing the sale, storage and use of combustibles and explosives; the installation and maintenance of fire alarm systems and fire extinguishing equipment and the construction and maintenance of fire escapes and fire exits
- To investigate the cause, origin and circumstances of fires, and to help in the suppression of arson
- To train and advise members of fire departments, the insurance industry, other government agencies, institutions, enforcement agencies and industry about fire fighting equipment and fire identification
- To research and collect statistics and information on fires, fire fighting and fire prevention
- To educate the public about fire and fire prevention

The Branch, which is directed by the Fire Commissioner, has a number of sections to carry out specific functions. These include the Investigations, Prevention, Training, Technical Services and Statistical sections.

Investigation Section

This section investigates fatal fires, major fires, suspicious or arson fires and others where the cause and/or origin are in doubt.

Fire investigations are requested by fire departments, insurance adjusters and other government or law enforcement agencies which may co-operate in an investigation.

Data collected as a result of these investigations is used to provide information for the Department as a whole, the fire and police services and the insurance industry.

During the period November 1, 1982 - October 31, 1983, the Investigation Section in conjunction with law enforcement agencies, undertook 824 fire investigations. As a result

of these investigations 70 persons were charged and 23 convicted while 37 cases are still pending.

Prevention Section

The Prevention Section which combines inspections and provisions of technical services is primarily concerned with institutional and multi-unit dwellings.

The Fire Advisory Committee with its four sub-committees met 27 times to discuss the Manitoba Fire Code, fire protection and suppression services in the Province, development of regulations for upgrading of existing hotels and motels, central reporting and monitoring of fire alarm systems, certification for portable fire extinguisher servicing, special fire extinguishing system installation and servicing, and fire alarm system installation, servicing and inspection.

An Automatic Sprinkler System Sub-committee was appointed to respond to the Minister's request that the Fire Advisory Committee provide recommendations regarding the proposal by the Canadian Automatic Sprinkler Association that sprinkler contractors involved in design, installation or servicing be licensed, certified or registered by the Office of the Fire Commissioner.

Effective November, the Manitoba Fire Code, Second Edition 1982 was approved and adopted by order-in-council number 189/82.

During 1983, the prevention section distributed 71,072 pieces of literature to the fire services and to the general public to assist in promoting fire prevention and fire safety.

Technical Services Section

The Technical Services Section is involved in establishing good engineering practices with regard to handling, use and storage of flammable liquids, storage of ammonium nitrate, spray painting and dual coating operations, dust collection systems, fire protection extinguishing and alarm systems and other hazardous operations.

Staff inspect and review plans for the upgrading of existing buildings, and consult with owners or their representatives, often meeting with engineers or architects.

Fire Training and Special Services Section

This section which operates the Manitoba Fire College in co-operation with the Assiniboine Community College offered 226

courses in fire prevention and inspections, fire protection training for fire service personnel and those working in care institutions, government staff, along with the insurance industry and the general public.

In September, the Minister presided at the official sod-turning ceremony for the Emergency Services Training College in Brandon. The \$1.9 million facility will be located adjacent to the Assiniboine Community College in Brandon and will offer training for up to 1,500 fire fighters, police, medical and emergency personnel. The training centre will contain the Brandon Regional Office of the Fire Commissioner, classrooms, an all-season

training enclosure, drill tower and a "Burn House" for physical training.

This section along with the Prevention Section also worked with the Department of Northern Affairs, under the Northlands Agreement, to continue to promote fire prevention by inspecting dwellings and training local fire department personnel in the remote north.

Statistical Section

The Statistical Section is responsible for gathering and compiling data concerning fire loss statistics and the activities of the fire services in the province.

Table 1

Number and Dollar Loss of Fires¹

1973 - 1982

Year	Number of Fires	Dollar Loss (000's)
1973	4,595	\$15,147
1974	5,807	23,162
1975 ²	5,779	23,382
1976 ²	7,326	30,740
1977 ²	6,878	25,342
1978 ²	5,824	27,553
1979 ²	5,869	39,135
1980 ²	7,570	52,195
1981 ²	6,759	36,521
1982 ³	5,977	36,210

¹The most recent data available pertain to the year 1982

²Revised

³Preliminary

Table 2

Losses By Major Property Classification¹

Property Classification	Number of Fires	Percentage of Total	Dollar Loss	Percentage of Total
Assembly	123	2.1%	\$ 1,530,555	4.2%
Institutional	74	1.2	10,073	.1
Residential	2,266	37.8	17,824,050	48.5
Business and Personal Services	26	.4	506,960	1.4
Mercantile	102	1.7	3,858,469	10.6
Industrial Manufacturing Properties	87	1.5	1,226,934	3.4
Industrial Storage Properties	230	3.9	3,982,265	11.0
Special Property-Transportation Equipment	2,803	46.8	3,646,239	10.7
Miscellaneous	266	4.6	3,624,215	10.1
Total	5,977	100.0%	\$36,209,760	100.0%

¹The most recent data available pertain to the year 1982.

Table 3

Fires In Which Losses Exceeded \$250,000

November 1, 1982 - October 31, 1983

Date of Fire	Location	Occupancy	Reported Cause	Amount of Loss ¹
82 12 01	Dauphin	Mercantile	Accidental	\$ 440,000
82 12 13	Winnipeg	Rail Transport Vehicle	Accidental	475,000
82 12 17	Winnipeg	Businesses	Accidental	382,220
83 01 15	The Pas	Saw Mill	Undetermined	400,000
83 02 23	Winnipeg	Industrial Manufacturing	Undetermined	1,215,000
83 03 27	Brandon	Mercantile/Residential	Undetermined — accidental	818,706 ²
83 03 31	Winnipeg	Industrial Storage	Undetermined — accidental	421,562
83 04 04	Winkler	Industrial Manufacturing	Undetermined — accidental	934,000
83 05 08	Fortage la Prairie	Hotel	Accidental	605,000
83 06 05	Swan River	Mercantile/Residential	Undetermined	293,005
83 06 29	R.M. Labroquerie	Barn	Accidental	490,000
83 09 27	Beausejour	Mercantile	Undetermined	400,000
83 10 12	R.M. Wallace	Cement Plant	Undetermined — accidental	403,000

¹ Estimated Loss² Insurance Claim Settlement

Table 4

Number of Fires Resulting In Death And
Details Of Fatalities

1978 - 1983

Years	Number of Fires	Fatalities			Total
		Men	Women	Children	
1978 - 1979	30	26	5	13	44
1979 - 1980	28	16	9	8	33
1980 - 1981	35	20	15	15	50
1981 - 1982	28	17	13	11	41
1982 - 1983	36	24	10	11	45
Total	157	103	52	58	213

Table 5

Causes Of Fire Fatalities

November 1, 1982 - October 31, 1983

Causes of Fire	Number of Fatalities			Total	Percentage of Fires
	Men	Women	Children		
Incendiary	2	—	1	3	6.6%
Carelessness	5	5	3	13	29.0
Misuse of Material Ignited	1	—	1	2	4.4
Mechanical Failure	1	—	—	1	2.2
Construction, Design	—	—	—	—	—
Installation Deficiency	—	—	—	—	—
Misuse of Equipment	—	—	—	—	—
Human Failing ¹	8	3	2	13	29.0
Lack of Maintenance	—	—	—	—	—
Vehicle Accident	1	—	—	1	2.2
Undetermined	5	2	4	11	24.4
Unclassified (S.U.I.)	1	—	—	1	2.2
Total	24	10	11	45	100.0%

¹The presence of alcohol contributed directly or indirectly to the fire fatalities.

Table 6

Inspections Conducted Under The Fires Prevention Act¹

November 1, 1982 - October 31, 1983

Class of Property	Inspection		Requirements for the Removal or Correction of Hazards	Hazards Removed
	Inspection	Re-Inspection		
Schools	41	16	157	13
Churches	2	—	21	—
Public Assembly	24	12	154	6
Hospitals	39	16	264	45
Nursing Homes and Homes for the Aged	124	5	607	17
Staff Residences	1	—	5	—
Halls, Arenas and Rinks	17	4	84	14
Hotels and Motels	16	5	199	6
Apartment Blocks	109	55	375	171
Mercantile Buildings	117	70	446	21
Dwellings	188	—	220	3
Garages and Service Stations	31	19	140	—
Day Care	127	7	401	48
Miscellaneous	102	27	457	—
Unclassified	49	24	164	—
Total	987 ²	260	3,694	344

¹The number of inspections and re-inspections shown were conducted by staff of the Fire Prevention Section and the City of Thompson Fire Department.²Reduction in inspections due to statistics from previously reporting area not available at time of writing.

Table 7

**Number of Hazards By Type Required
To Be Corrected Or Removed**

November 1, 1982 - October 31, 1983

Type of Hazards	Number
Heating	332
Electrical	232
Flammable Liquids	225
Gas Hazards	29
Spontaneous Heating	9
Housekeeping	357
Storage	377
Exits and Alternate Means of Egress	268
Exit Lights	253
Fire Alarm Systems	237
Interior Finish	48
Fire Spread Barriers	152
Fire Doors and Windows	71
Fire Extinguishers	721
Miscellaneous	383

Table 8

Fire Prevention Education Activities

November 1, 1982 - October 31, 1983

Type of Activity	Number Held
MEETINGS:	
Fire Departments	23
School or School Division Officials	2
Administrators of Institutions	20
Commercial and/or Industrial	1
Government (All Levels)	53
Administrators/Maintenance Personnel	6
Municipal Fire Prevention Officers	1
Building Inspectors	3
Unclassified	38
CONSULTATIONS:	
Fire Chiefs	92
School or School Division Officials	30
Administrators of Institutions	37
Commercial and/or Industrial	15
Government (All Levels)	40
Day Care Administrators/Co-ordinators	26
Municipal Fire Prevention Officers	9
Building Inspectors	9
Unclassified	25
MISCELLANEOUS:	
Film/Slide Showings	—
Fire Drills/Evacuations	6
Lecture Presentations and/or Work Shops	8
Unclassified	—

Table 9

Inspections Under The Northlands Agreement¹

November 1, 1982 - October 31, 1983

Class of Property	Inspection	Re-Inspections	Requirements for the Removal or Correction of Hazards	Hazards Removed
Dwellings	523	125	1,006	—
Outbuildings	—	40	—	—
Commercial Structures	—	—	—	—

¹Part of a special fire protection program conducted in northern communities in co-operation with the Provincial Department of Northern Affairs.

Table 10
Educational And Training Activities Under The Northlands Agreement
November 1, 1982 - October 1983

Type of Activity	Number Held	Attendance
MEETINGS:		
Community Committees or Councils	29	134
Fire Departments	37	287
Fire Service Instructors	1	2
Mutual Aid	1	1
Uniform Training Program	6	42
Miscellaneous	18	75
CONSULTATIONS:		
Civil, Provincial and Federal Officials	114	346
Fire Chiefs	179	347
Fire Prevention Officers	26	44
Fire Service Instructors	17	29
School and/or School Divisions	10	52
Miscellaneous	25	80
MISCELLANEOUS:		
Fire Department Training Sessions	108	834
Administrators of Institutions	11	114
Commercial and/or Industrial	1	9
Mutual Aid	1	9
Uniform Training Program	6	30
Fire Protection Surveys	6	n/a
Pumper Tests	6	n/a
Fire Apparatus Specifications	—	n/a
Fire Drills/Evacuations	5	987
Film/Slide Showings	22	618

Table 11
Investigations Conducted Under The Fires Prevention Act¹
November 1, 1982 — October 31, 1983

Investigations Requested by Fire Authorities in:	
Winnipeg	454
Other Urban Areas	53
Rural Areas	317
Total	824
Causes Determined After Investigations:	
Accidental	402
Incendiary	120
Vandalism	58
Undetermined — Accidental	210
— Suspicious	29
Still under investigation	5
Total	824

¹Total includes investigations by Police authorities.

Table 12
Prosecutions Related To Incendiary Fires
November 1, 1982 - October 31, 1983

November 1, 1982 - October 31, 1983									
Investi- gations	Number of Persons Charged				Number of Persons Convicted ¹				Number of Juveniles Warned
	Adults		Juveniles		Adults		Juveniles		
	Male	Female	Male	Female	Male	Female	Male	Female	
	824	44	11	9	6	18	4	1	

¹At present there are 37 court cases pending.

Table 13

Fire Training Educational Activities

November 1, 1982 - October 31, 1983

Type of Activity	Number Held	Attendance
MEETINGS:¹		
Fire Departments	58	164
Governmental	49	311
Institutional Board Meetings	12	48
Mutual Aid	81	1,267
Uniform Training Program	8	44
Fire Service Instructors	6	13
Special Projects	111	1,583
CONSULTATIONS:²		
Fire Chiefs	850	1,041
School or School Division Officials	32	111
Administrators of Institutions	46	62
Civil, Provincial and Federal Officials	258	303
Commercial or Institutional	97	115
Mutual Aid Officers	8	10
Municipal Fire Prevention Officers	7	9
Fire Service Instructors	96	98
Fire Prevention Officers	73	112
TRAINING:³		
Fire Departments	77	1,156
Hospital Staffs	33	645
Nursing Home Staffs	15	311
Other Institutional Staff	7	185
Commercial and/or Industrial	4	124
Fire Drills/Evacuations	2	125
Mutual Aid	7	190
Uniform Training Program	4	33
Special Projects	30	538
MISCELLANEOUS:⁴		
Fire Protection Surveys	4	n/a
Fire Apparatus Specifications	18	n/a
Pumper Tests	4	n/a

Notes to Table 13

- ¹The Branch organizes meetings with the general public or particular groups such as those indicated for purposes of increasing public understanding of fire prevention, initiating and improving fire protection programs, assessing fire fighting equipment needs and arranging training for institutional staffs relating to fire protection.
- ²Staff consult with the various authorities responsible for fire protection problems and needs in specific localities and institutions.
- ³Branch staff provide training to volunteer fire departments and institutional staffs or assists others to do so. These training activities frequently result from the meetings and consultations shown above.
- ⁴Staff of the branch also lecture at or attended seminars, conference and/or workshops throughout the year.

Table 14

Manitoba Fire College Activities¹

November 1, 1982 - October 31, 1983

Courses	Number Held	Attendance
Anhydrous Ammonia Seminar	3	138
Basic Fire Fighting Practices ²	22	341
Basic Search and Rescue ²	6	110
Building Familiarization and Evacuation Seminar for Senior Citizens ⁴	1	26
Care Institutional Fire Safety and Instructors Course	1	5
Care Institutional Training ²	84	1,901
Command Officers Seminar	1	219
Dangerous Goods Command and Control Seminar	46	724
Fire Cause and Arson Detection Seminar ³	9	245
Fire Control Seminar	2	17
Fire Department Management	2	19
Fire Fighting Strategy Seminar	2	24
Fire Prevention and Inspection Introduction	12	199
Level I	7	91
Level II	2	25
Level III	3	29
Fire Service Instructors ²	4	37
Level I	1	9
Level II	1	9
Level III	1	27
Hotel Fire Safety	1	11
Introduction to Instruction	1	
Manitoba Police Officers Fire Investigation Seminar ³	1	33
Portable Fire Extinguisher Seminar	3	65
Pump Operators Seminar	5	69
Rural Fire Fighting Tactics Seminar	1	11
Vehicle Extrication Seminar	5	128
Total	226	4,512

Note to Table 14

¹The courses held at the Manitoba Fire College are aimed at instructing local fire department officers, institutional and government staffs of potential fire hazards, and understanding the application of the Manitoba Fire Code so that a reasonable degree of safety to the occupants in existing buildings is provided as well as providing fire safety plans.

²These courses were also attended by members of fire departments situated in remote northern communities.

³These courses were held to assist local police and fire services personnel in the identification of cause, origin and circumstances surrounding fire. The courses are conducted by the Fires Investigation Section.

⁴The course was held to familiarize the senior citizen residents of the new facility with evacuation planning; use of fire extinguishers and fire prevention in general.

Table 15

Technical Services Activities¹

November 1, 1982 - October 31, 1983

Class of Property ²	Type of Activity		
	Plans Examined	Reports Issued	On Site Inspections
Assembly	27	12	4
Institutional	98	38	37
Residential	4	3	3
Mercantile and Personal Services	2	1	1
Industrial	78	76	35
Miscellaneous	38	8	7
Total	247	138	87

¹The unit has conducted 2896 meetings and consultations.

²The classes are defined in the Manitoba Building Code.

Manitoba Labour Board

Acting Registrar: Janet Duff

The Manitoba Labour Board is responsible for furthering harmonious relations between employers and employees. The Board's objectives are:

- To help develop sound union-management relations
- To adjudicate on matters under the Employment Standards Act, The Construction Industry Wages Act, The Payment of Wages Act and the Workplace Safety and Health Act.

The Board's primary responsibility, however, is in administering certain sections of The Labour Relations Act.

The actions and efforts of unions and employers and economic and other conditions which come to bear are the main influences on the Board, its daily operations and its general tone. The legislation itself is basically enabling and facilitates the Board's operations.

Because labour relations is not static, the Board is continually re-evaluating its functions and operations. In doing so, it monitors union membership and certification trends and reviews the outcome of unfair labour practice cases. It also considers subjective

information such as the views of labour and management on the strengths and weaknesses of current legislation and on the procedures and usefulness of the Board. In this way, the Board is better able to make necessary changes and modifications in enhancing harmonious labour relations in Manitoba.

The Manitoba Labour Board is aware that it occupies a responsible position in Manitoba's labour relations community. Consequently the Board has, over the past year, endeavoured to provide the labour relations community with an understanding of its decisions by the issuance of written reasons in cases dealing with new or significant issues affecting that community.

The Board has also addressed the issue of arbitration awards and has encouraged the practitioners in this important area of labour relations to forward copies of arbitration awards to the Board's library, where they can be catalogued and maintained in a central location as a source of information to the various practitioners.

It is hoped that these initiatives, along with future areas of Board development, will provide the labour relations community with educational resources as well as an adjudicative tribunal.

Table 1

TOTAL NUMBER OF APPLICATIONS FILED WITH THE MANITOBA LABOUR BOARD

November 1, 1982 - October 31, 1983

UNDER THE LABOUR RELATIONS ACT	200
UNDER THE EMPLOYMENT STANDARDS ACT	299
UNDER THE PAYMENT OF WAGES ACT	426
UNDER THE VACATIONS WITH PAY ACT	6
UNDER THE WORKPLACE SAFETY & HEALTH ACT	4
	934

TOTAL NUMBER OF APPLICATIONS FINALIZED BY THE MANITOBA LABOUR BOARD

November 1, 1982 - October 31, 1983

UNDER THE LABOUR RELATIONS ACT	207
UNDER THE EMPLOYMENT STANDARDS ACT	315
UNDER THE PAYMENT OF WAGES ACT	444
UNDER THE VACATIONS WITH PAY ACT	6
UNDER THE WORKPLACE SAFETY & HEALTH ACT	7
	979

Table 2

**Statistics Relating To The Administration Of The Labour Relations Act
By The Manitoba Labour Board**

November 1, 1982 - October 31, 1983

Type of Case	Cases Carried over from 1982	Cases Filed in 1983	Total	Disposition of Cases			Number of Cases Disposed 1983	Number of Cases pending
				Granted	Dismissed	Withdrawn		
Application for Certification	11	70	81	51	6	13	70	11
Application for Revocation	4	9	13	11	1	1	13	—
Application for Board Ruling	4	17	21	5	4	2	11	10
Application for Amended Certificate	2	33	35	31	—	1	32	3
Application under Section 10(1) ¹	—	6	6	5	—	1	6	—
Application under Section 10(3) ²	4	6	10	8	—	2	10	—
Application under Section 22 ³	8	45	53	10	5	35	50	3
Application under Section 36	—	2	2	—	—	1	1	1
Application under Section 57 ⁴	4	4	8	2	3	3	8	—
Application under Section 75.1 ⁵	2	5	7	2	—	2	4	3
Application for Consent to Prosecute	—	2	2	—	—	1	1	1
Application for Termination of Bargaining Rights	—	1	1	1	—	—	1	—

¹ When an application for certification is filed with the Board, changes in conditions of employment cannot be made without the Board's consent until the application is disposed of.

² Within the first 90 days following certification of a union as a bargaining agent, strikes and lockouts are prohibited, and changes in conditions of employment cannot be made without the consent of the bargaining agent. Applications under this sub-section are for an extension of this period of up to 90 days.

³ Where persons allege they have been discriminated in respect of their employment or membership in a union, they may apply to the Board under Section 22 and the Board may issue an order which may include reinstatement and/or compensation for monetary loss or interference of a person's rights.

⁴ Failure to bargain collectively after notice given by other party.

⁵ Ministerial Referral requesting the Board to prepare a first Collective Agreement.

Table 2D(3)

**Statistics Relating To The Administration Of The Labour Relations Act
Respecting Representation Votes**

November 1, 1982 - October 31, 1983

Type of Application Involving Vote	Number Of Votes Conducted	Number of Employees Affected by Votes	Number of Pre-Hearing Votes Counted	Applications GRANTED After Vote	Applications DISMISSED After Vote	Outcome Pending
Certifications Pre-Hearing (Certification)	9	1825	—	4	5	—
Revocation Pre-Hearing (Revocation)	2	—	—	—	—	—
	4	105	—	4	—	—
	—	—	—	—	—	—

Table 4

Statistics Relating To The Administration Of The Employment Standards Act

November 1, 1982 - October 31, 1983

Type of Case	Applications Carried Over From 1982	Applications Filed In 1983	Total	Rulings Made	Applications Withdrawn	Number of Applications Disposed Of in 1983	Number of Applications Pending at October 31, 1983
Applications pursuant to Section 32	12	260	272	263	2	265	7
Applications pursuant to Section 35	22	39	61	45	2	47	14

Table 5

Statistics Relating To The Administration Of The Payment Of Wages Act

November 1, 1982 - October 31, 1983

Type of Case	Applications Carried Over From 1982	Applications Filed In 1983	Total	Orders Issued By The Board	Applications Withdrawn	Applications Disposed Of In 1983	Applications Pending At October 31, 1983
Application pursuant to Section 8	94	425	519	417	27	444	75

Table 6

Statistics Relating To The Administration Of The Vacations With Pay Act

November 1, 1982 - October 31, 1983

Type of Case	Cases Carried Over From 1982	Cases Filed In 1983	Total	Orders Issued	Claims Dismissed	Claims Withdrawn	Number of Cases Disposed of 1983	Number of Cases Pending At October 31, 1983
Plant Vacation Shutdown	—	6	6	6	—	—	6	—

Table 7

Statistics Relating To Administration Of The Workplace Safety & Health Act By The Manitoba Labour Board

November 1, 1982 - October 31, 1983

Type of Cases	Applications Carried Over From 1982	Applications Filed In 1983	Total	Ruling Made	Applications Withdrawn	Number Disposed Of In 1983	Number Of Applications Pending At October 31, 1983
Appeal of Director's Order	—	—	—	—	—	—	—
Application for Remedy of Alleged Discriminatory Actions	5	4	9	2	5	7	2

The Pension Commission of Manitoba

Aidan O'Brien, Superintendent

Roles and Responsibilities

The Pension Commission of Manitoba and the Office of the Superintendent of Pensions operate in accordance with the Pension Benefits Act of Manitoba as established July 1, 1976.

The objectives of the Commission are:

- To administer and enforce the Pension Benefits Act and its Regulations
- To actively promote the establishment, extension and improvement of pension plans in Manitoba
- To help encourage reciprocity between pension plans
- To register all pension plans filed with the Commission which meet the necessary qualifications as outlined in the Act
- To cancel the registration of any plan that is no longer solvent or that no longer complies with the Pension Benefits Act or its regulations or that is not being properly administered
- To conduct surveys, research programs and gather statistics pertaining to pensions
- To assess and collect fees for the registration and annual supervision of pension plans

As in previous years, the Branch continued its involvement with pension related enquiries from the public. This included providing assistance to employees, employers, insurance and trust company officers, consultants, lawyers and government departments. Enquiries from employees usually dealt with uncertainties involving benefit rights. Enquiries from people providing pension services, such as consultants, invariably related to the requirements of the Pension Benefits Act.

Branch staff served as speakers at several seminars and public pension meetings throughout 1983, including such groups as:

- Age and Opportunity Centre
- YWCA
- Winnipeg Police Association
- Faculty of Human Ecology (University of Manitoba)
- Catholic Women's League
- Manitoba Federation of Labour
- Manitoba Organization of Nurses' Association (MONA)
- The Women's Bureau

Regular meetings of the Pension Commission were held 11 times up to the end of October 1983. During the early part of the year, the focus was mainly on reaching a common position on possible changes to legislation that would help solve problems currently associated with pension plans. The amendments to the Pension Benefits Act was the result of such discussions held by the Commission.

The most recent publication prepared by the Commission, "More or Less Than You Bargained For", was released in January, 1983. The booklet, which focuses on topics concerning union negotiated pension plans, received favourable response from union delegates and employees. Distribution of the 2000 copies extended to points beyond Manitoba including cities throughout Canada and some areas of the United States.

Fees for the inspection of Annual Information Returns and Application for Registration forms were reviewed and revised effective April 1, 1983. This was the first fee increase since the inception of the Pension Benefits Act. (July 1976).

The Research Section is responsible for gathering and compiling statistics concerning all aspects of pension plans. As in previous years, a report was completed entitled, "Update Study of Pension Plans - 1982". Topics analyzed include — male and female participation rates by province and industry, category and conditions of eligibility, funding instrument by plan type, private and public sector contribution and non-contribution plans, unit benefit and money purchase plan contribution rates, normal and early retirement age provisions, vesting provisions, death and disability benefits and disposition of employee contributions. The study is distributed to insurance companies, pension plan sponsors, libraries, Provincial and Federal government departments and the general public.

Contributions to pension plans supervised by the Pension Commission totalled more than 186 million dollars in 1982. This figure represents an increase of 31 million over total contributions from the previous year.

Total employee contributions increased to approximately 103 million dollars from the previous year's total of 84 million dollars.

Total employer contributions increased to approximately 83 million dollars from the previous year's total of 76 million dollars.

**Contributions to Pension Plans
Supervised By The Pension Commission
During The Years Ending
January 1, 1981 And 1982**

	1981	1982
Employee Required Contributions	\$ 82,719,000	\$101,162,000
Employee Voluntary Contributions	1,875,000	2,207,000
Total Employee Contributions	84,594,000	103,369,000
Employer Current Service Contributions	65,958,000	77,042,000
Employer Special Payments	4,980,000	6,177,000
Total Employer Contributions	70,938,000	83,219,000
Total Contributions	\$155,532,000	\$186,588,000

The above figures indicate contributions made on an annual basis. Monies accrued by members in a pension plan are set aside either in the form of premiums to an Insurance Company or deposited into a trustee pension fund.

As the Act and Regulations are very specific with regard to investments which may be made with monies paid into a pension fund, the Branch is given the responsibility of monitoring all pension fund investments in accordance with specific guidelines.

In a number of plans, surplus monies resulted from favourable investment performance or favourable experience in assumed funding factors. Some plans use surpluses to wholly or partially offset required employer contributions. In certain plans with large surpluses, the Branch gave approval for a refund to the employer of a portion of the surplus generated solely by employer contributions.

Amendments to the Pension Benefits Act

On August 18, 1983, the Manitoba legislature gave final reading to an Act to amend the Province's Pension Benefits Act. As a result, the Pension Commission has introduced a number of requirements not yet found in any other pension legislation. These include five year vesting (two-year after 1990), including part-time employees, the transference of commuted value of deferred pension to locked-in R.R.S.P. or to the plan of the new employer, survivor benefits, the requirement of an advisory committee with specific representation, and others.

The amendments apply to all pension plan members. Most of the amendments come into effect on January 1, 1984, with the balance becoming effective a year later.

Highlights of the Amendments to the Pension Benefits Act

Effective January 1, 1984, all pension plan members in Manitoba who participate in a pension plan comprised of 20 or more members, will be given the opportunity of requesting that an advisory committee be formed.

Effective January 1, 1984, a member's right to be informed in respect of his/her pension plan has been greatly increased.

All divorces, legal separations and separation agreements involving the splitting of family assets which occur on or after January 1, 1984, will automatically be subject to the equal disbursements of pension credits accumulated by both spouses during the years of marriage or common-law relationship.

Payments to members who terminate employment on or after January 1, 1984 and who are eligible for a cash refund, must be made within 90 days after the later of:

- A) The date of termination of employment or,
- B) The completion and filing of all documents required to authorize the refund. The refund will also include interest which is guaranteed at a rate of one half of one percent.

Effective January 1, 1984, every pension plan must state that the pension payable to a married plan member will be in the form of a joint pension reducing to not less than two-thirds on the death of either the plan member or the spouse.

Full time employees hired after January 1, 1984, will be required to join the plan after not more than two years service. Membership in the plan will also be compulsory for part-time employees hired after that date who, in two consecutive calendar years, earn more than twenty-five percent of the maximum pensionable earnings under the Canada Pension Plan.

A detailed report of the Pension Commission's activities is to be found in this year's annual report of the Pension Commission of Manitoba.

INDUSTRIAL RELATIONS DIVISION

Maurice Eyolfson
Assistant Deputy Minister



Employment Standards Branch

R.H. (Bob) Moggey, Director

The Employment Standards Branch is responsible for the administration and enforcement of six Acts and nine Regulations concerning minimum standards in such matters as minimum wage, hours of work, vacations, general holidays, wages and their payment, maternity leave, termination of employment and equal pay.

In doing so, the Branch observes four principal objectives:

- To improve standards relating to the terms and conditions of employment in Manitoba by operating effective enforcement and educational programs
- To increase public awareness of the rights and obligations given employers and employees under law, and the availability of services to uphold those rights
- To establish and maintain a high degree of efficiency in collecting wages by effectively using available resources and manpower
- To establish and maintain effective investigative and enforcement techniques to ensure compliance with existing standards

A prime function of the Branch is the collection of wages found owing to employees. Action to recover wages is taken when a Branch officer finds that wages are owing, or when an Order is issued by the Manitoba Labour Board.

During 1982 the Winnipeg office handled a total of 52,328 telephone inquiries and 5,892 visits by persons filing complaints or requesting information. The total number of complaints handled declined by 11.6% over the previous year.

However, through an active enforcement program in the County Court system, wages totalling \$109,238.01 were collected on Orders filed into judgement. Total wage adjustments increased by 7.9% from \$705,541.17 in 1982 to \$761,506.86 in 1983.

The Branch continued to emphasize its educational role in helping the public achieve a better understanding of employment standards legislation. During the year, staff were called upon to give 166 lectures which were attended by 7,065 persons.

The Payment of Wages Fund

The Branch administers The Payment of Wages Fund which was established to protect the wages of employees under Provincial jurisdiction up to a maximum of \$1,200.00 in any calendar year.

In this reporting year, a total of \$438,486.19 was paid to 1,061 employees of 127 different companies as a result of wages outstanding due to bankruptcies, receiverships and closures.

The Branch, upon receipt of a complaint for unpaid wages, follows all normal procedures to effect collection. However, if such recovery is not made within a reasonable period of time, the Fund is utilized to ensure payment to employees as quickly as possible.

Table 1

**Number Of Inspections Made And Notices Issued Under The
Employment Standards Act, Minimum Wage Regulations, The
Vacations With Pay Act And The Payment Of Wages Act — By Industry**

November 1, 1982 - October 31, 1983

Industry	Number of Calls & Claim Investigations	Number of Routine Inspections ¹	Estimated Number of Employees in Establishments Investigated and Inspected	Number of Notices Issued	Number of Items Contained In Notices
Forestry	27	—	26	—	—
Mining	34	—	28	—	—
Manufacturing	662	5	1,467	3	5
Trade	2,576	12	3,633	7	14
Services	5,501	59	6,526	9	18
Transportation	123	24	285	—	—
Farming	110	1	57	—	—
Domestic Service	35	—	27	2	2
Total	9,068	101	12,049	21	39

¹ In the course of a year, more than one inspection may be made of the same establishment.

Table 2

**Number Of Inspections Made And Notices Issued Under The
Schedules Of The Construction Industry Wages Act**

November 1, 1982 - October 31, 1983

Area of Coverage	Number of Calls & Claim Investigations	Number of Routine Inspections ¹	Estimated Number of Employees in Establishments Investigated and Inspected	Number of Notices Issued	Number of Items Contained In Notices
Greater Winnipeg ²	720	131	1,367	4	4
Major Building Projects ²	—	—	—	—	—
Rural Schedule:					
Part I ³	218	621	697	2	2
Part II ⁴	73	56	367	—	—
Part III ⁵	85	2	150	—	—
Heavy Construction	375	576	1,983	—	—
Total	1,471	1,386	4,564	6	6

¹ In the course of a year, more than one inspection may be made of the same establishment.

² The Greater Winnipeg and Major Building Construction Wage Schedule applies to the area within a 30 mile radius of The City of Winnipeg and all major building projects throughout the entire Province.

³ Rural Manitoba.

⁴ Brandon and Portage la Prairie.

⁵ The area of north latitude 54° and the Town of The Pas

⁶ The Heavy Construction Wage Schedule applies to heavy construction throughout the entire Province.

Table 3
Report of Wage Adjustments
November 1, 1982 - October 31, 1983

Legislation	Number of Employers Affected	Number of Employees Affected	Total Wage Adjustment
Employment Standards Act			
Section 31 ¹	146	512	\$ 88,710.86
Section 34 ²	76	162	17,748.67
Section 34(17) ³	27	80	5,038.50
Section 35 ⁴	328	348	117,359.21
Part IV ⁵	—	—	—
Minimum Wage Regulations			
Greater Winnipeg	150	209	72,136.77
Other	62	65	9,379.88
Payment of Wages Act			
Greater Winnipeg	326	426	174,174.59
Other	73	102	29,731.34
Construction Industry Wages Act ⁶			
Greater Winnipeg	31	87	46,894.64
Major Building Projects	—	—	—
Heavy Construction	22	74	33,359.28
Rural Schedule:			
Part I	20	54	18,188.66
Part II	4	19	5,708.52
Part III	1	2	2,824.83
Vacations With Pay Act	617	1,095	140,251.09
Total	1,883	3,235	\$761,506.86

¹Payment of Overtime

²Relating to the general holidays provisions respecting employees covered by the Act other than construction workers.

³Relating to the general holidays provision for construction workers.

⁴Termination of employment.

⁵Part IV of The Employment Standards Act deals with equal pay provisions.

⁶See Table 2, footnotes 2 through 6.

Table 4

Record of Claims Finalized Under Section 35 Of The Employment Standards Act¹

November 1, 1982 - October 31, 1983

Claims Filed With Employment Standards Branch					Disposition of Claims			Disposition of Claims Referred to Manitoba Labour Board			
Industry	By Employers	By Employers	Total Claims Filed	Number Of Claims Finalised	Amount Paid To Employees	Amount Returned To Employees	Number Of Claims Not Upheld	Number Of Claims Upheld	Amount Paid To Employees	Amount Returned To Employees	Number Of Claims Not Upheld
Garment Manu- facturing	35	18	53	39	\$ 2,022.60	\$ 4,293.93	13	1	—	—	—
Other Manu- facturing	24	85	109	49	14,033.00	4,794.07	57	2	586.80	360.00	1
Transportation	4	17	21	6	1,167.76	427.79	14	—	115.49	—	1
Trade	54	160	214	105	32,344.77	9,235.66	79	18	603.21	775.40	12
Service	94	273	367	212	49,225.22	19,344.56	147	5	1,611.52	972.56	3
Hotels & Restaurants	120	191	311	188	17,445.86	14,887.97	114	7	549.33	909.95	2
Mining	—	2	2	1	920.00	—	—	—	—	—	—
Forestry	—	—	—	—	—	—	—	—	—	—	—
Domestic	1	2	3	2	200.00	—	1	—	—	—	—
Agriculture	—	—	—	—	—	—	—	—	—	—	—
Total	332	748	1,080	602	\$117,359.21	\$52,983.98	426	33	\$3,466.36	\$3,077.91	19

¹Section 35 of The Employment Standards Act prohibits the termination of employment without notice and applies to both employers and employees.

Table 5

Prosecutions Under Legislation Administered By The Employment Standards Division

November 1, 1982 - October 31, 1983

Legislation	Number of Employers Prosecuted	Number of Charges Laid	Number of Charges Stayed	Number of Charges Dismissed	Number of Charges Pending
Employment Standards Act	—	—	—	—	—
Minimum Wage Regulations	—	—	—	—	—
Construction Industry Wages Act	—	—	—	—	—
Vacations With Pay Act	—	—	—	—	—
Wages Recovery Act	—	—	—	—	—
Payment of Wages Act	8	8	2	—	4
Department of Labour Act	—	—	—	—	—
Total	8	8	2	—	4

Table 6

**Number Of Construction Industry Complaints
By Type Under The Schedules Of The
Construction Industry Wages Act, The Vacations With Pay Act
And The Employment Standards Act (Section 34(17))**

November 1, 1982 - October 31, 1983

Area of Coverage ¹	Type of Complaint				Total
	Wages	Vacation Pay	General Holiday Pay		
Greater Winnipeg and Major Building Projects Rural Schedule:	171	78	22		271
Part I	32	13	9		54
Part II	11	6	4		21
Part III	3	2	—		5
Heavy Construction	66	21	11		98
Total	283	120	46		449

¹See Table 2 footnotes 2 through 6

Table 7

**Number Of Complaints By Type and Industry¹ Under The
Vacations With Pay Act, The Employment Standards Act,
The Minimum Wage Regulations And The Payment Of Wages Act**

November 1, 1982 - October 31, 1983

Industry	Type of Complaint					Total
	Vacation Pay	Equal Pay	Wages	Termination	Holiday Pay	
Forestry	—	—	1	1	—	2
Mining	1	—	1	2	—	4
Garment Manufacturing	31	—	36	50	3	120
Other Manufacturing	132	—	176	143	13	464
Transportation and Storage	20	—	27	31	3	81
Trade	274	1	365	267	27	934
Service Stations	31	—	68	37	5	141
Hotels & Restaurants	278	—	422	364	58	1,122
Other Services	463	—	752	418	92	1,725
Farming	—	—	64	—	—	64
Domestic	7	—	18	2	—	27
Total	1,237	1	1,930	1,316	201	4,684

¹Excluding Construction (See Table 6)

Table 8

**Total Number Of Complaints By Type Under The Construction
Industry Wages Act, The Vacations With Pay Act,
The Employment Standards Act, The Minimum
Wage Regulations And The Payment Of Wages Act**

November 1, 1982 - October 31, 1983

Year	Type of Complaint					Total
	Wages	Vacation Pay	Termination Pay	General Holiday Pay	Equal Pay	
1979-80	2,148	1,494	1,786	318	—	5,746
1980-81	2,248	1,379	1,629	269	1	5,526
1981-82	2,354	1,642	1,541	272	—	5,809
1982-83	2,213	1,357	1,315	247	1	5,133

Table 9

Special Permits And Licences Issued By The Employment Standards Branch

November 1, 1982 - October 31, 1983

The Employment Standards Act And The Minimum Wage Regulations	
Child Employment	575
Handicapped Workers	0
Change of Pay Period	0
Employment Agency Licences	33
Total	608

Table 10

Number Of Judgements Filed

November 1, 1982 - October 31, 1983

The Payments of Wages Act		
1. Judgements Filed During Period	310	\$555,023.85
2. Wages Collected on Judgements Filed During Period		36,673.29
3. Wages Collected on Judgements Outstanding at Beginning of Period		72,564.72
4. Judgements Outstanding ¹	875	1,040,864.63

¹ Judgements outstanding refer to those outstanding at the end of period as compared with those filed during the period.

Table 11
Report On The Number Of Pay-Outs By Type
Where Monies Were Advanced To Unpaid Wage Earners From The Payment Of Wages Fund

	Number of Employers	Number of Employees	Amount Paid	Amount Recovered
Bankruptcies	40	436	\$171,449.23	\$29,975.33
Receiverships	20	437	158,582.26	35,647.57
Closures	48	150	89,584.70	9,757.25
Business Still Operating	19	38	18,870.00	9,834.22
Total	127	1,061	\$438,486.19	\$85,214.37

Table 12
Remembrance Day Permits Issued For
November 11, 1982

Urban	1
Rural	5

Table 13
Number Of Letters Typed
November 1, 1982 - October 31, 1983

November, 1982	1,384
December, 1982	1,310
January, 1983	1,047
February, 1983	1,049
March, 1983	1,076
April, 1983	767
May, 1983	960
June, 1983	902
July, 1983	1,054
August, 1983	1,040
September, 1983	875
October, 1983	862
Payment of Wages Fund	7,497
Total	19,823

Table 14
November 1, 1982 - October 31, 1983

Month	Telephone Calls	In-Person
November	4,432	641
December	3,556	435
January	3,995	474
February	4,147	451
March	4,453	592
April	3,813	362
May	4,184	531
June	4,441	402
July	4,864	370
August	5,337	605
September	4,696	517
October	4,410	512
Total:	52,328	5,892

¹On two enquiry telephones only — excludes calls on other lines

²Winnipeg Office only — records not available for Brandon and Thompson.

Conciliation Services Branch

N.E. Pound, Director

The broad goal of the Conciliation Services Branch is to promote and maintain harmonious labour-management relations in Manitoba. In doing so, the Branch has five objectives:

- To respond to applications for conciliation assistance upon request from labour and/or management when there is an impasse in direct negotiations
- To avert work stoppages through third party assistance
- To assist in resolving work stoppage situations which have developed
- To assist in resolving teacher/school board disputes upon request from the Minister of Education
- To increase public awareness of the function of conciliation services through seminars and classroom participation

The Branch's main activity, as its name indicates, is to provide conciliation services to employers and employees, since third party assistance can often help to resolve disputes in the collective bargaining process. In order to enhance free collective bargaining and to make the parties more responsible, conciliation was made voluntary in 1973. Prior to that, it had been compulsory under the Labour Relations Act.

The Branch's focus and direction are to continue to provide assistance through conciliation where requests are made during difficult collective bargaining situations, and to provide guidance and information on labour rela-

tions matters to those groups or individuals where the need may arise.

During the reporting year, November 1, 1982 to October 31, 1983, there were 7 work stoppages involving 475 bargaining unit workers, which accounted for 19,705 lost working days. The numbers of work stoppages, workers involved and lost working days are the lowest since 1969.

There was no formal request for conciliation assistance for two work stoppage situations which included nearly 50% of the lost working days. Manitoba was free of any work stoppage situation for over five consecutive months between May and November 1983.

Approximately 575 collective agreements came up for negotiation in the reporting year. Conciliation assistance was requested in resolving 45% of this number. Further, only 1.2% of the 575 bargaining units were involved in work stoppages over the period.

Provincial Conciliation Officers were active in 174 assignments which included 247 bargaining units 35,537 organized employees. Of this total, 147 assignments came under the Labour Relations Act and 27 under the Public Schools Act. Two assignments in the health care field were referred to an industrial inquiry commission and a mediator was appointed. An agreed to arbitration settlement was reached. There were 30 assignments not finalized and carried over into the next reporting year.

Under the Public Schools Act, three assignments were settled by binding arbitration while 24 assignments were settled at the conciliation or post-conciliation level.

Table 1
Statistics Relating To Conciliation Services
Under The Labour Relations Act
November 1, 1982 - October 31, 1983

Assignments carried over from previous year		17
Assignments received during reporting year ¹		130
		147
Assignments disposed of during reporting year		117
(A) Settled in conciliation without work stoppage	107	
(B) Settled following work stoppage ²	4	
(C) Conciliation suspended or certification revoked ³	6	
Assignments being processed at end of reporting year		30
Percentage of assignments finalized without work stoppage		95.7%
Total number of employees involved		30,120

Note: 1. Due to central table bargaining, which reflects 130 requests for conciliation, there were 203 bargaining units in conciliation, a number of which required individual attention.

2. In two cases, settlement was followed by mediation/arbitration.

3. In three cases, strike situations had taken place prior to revocation.

Table 2
Statistics Relating To Conciliation Services
Under The Public Schools Act

November 1, 1982 - October 31, 1983

Assignments received during reporting year		27
(A) Settled in Conciliation	12	
(B) Settled following C/O Report (Post Conciliation)	12	
(C) Referred to Arbitration	3	
Number of Teachers affected		5,417
Percentage of Settlements prior to Arbitration		88.9%

Table 3
Number Of Work Stoppages, Workers Involved And
Working Days Lost By Industry

November 1, 1982 - October 31, 1983

Industry	Number Of Work Stoppages	Estimated Number Of Workers Involved	Estimated Number Of Working Days Lost
Manufacturing	2	186	15,745
Service	4	245	2,464
Public Administration	1	44	1,496
Total	7	475	19,705

Table 4
Number of Work Stoppages, Workers Involved And
Working Days Lost By Year

1978 - 1983

Year	Number Of Work Stoppages	Estimated Number Of Workers Involved	Estimated Number Of Working Days Lost
1978-79	31	2,960	38,860
1979-80	50	4,075	72,593
1980-81	35	5,785	122,486
1981-82	12	2,940	74,142
1982-83	7	475	19,705

EMPLOYMENT SERVICES DIVISION

**D. Davison
Assistant Deputy Minister**

Training Agreement Administration Branch

Alex Berg, Director

The Training Agreement Administration Branch, formerly known as the Federal-Provincial Training Agreements Branch, works with Federal and Provincial departments to co-ordinate the purchase by the federal Employment and Immigration Commission of adult occupational training services from the Province to meet the identified needs of the provincial labour force as determined by the Canada-Manitoba Labour Market Needs Committee.

The objectives of the Branch are:

- To ensure that training services provided under the Canada-Manitoba Training Agreements are directed to meet jointly identified priority labour market needs and training requirements of the Province
- To coordinate and improve the efficiency of federal and provincial occupational training programs to better meet current and future labour market needs
- To ensure that the terms and conditions of the Canada-Manitoba Training Agreement are carried out and to support the Canada-Manitoba Labour Market Needs Committee in performing its responsibilities, established under the Agreement

The present Canada-Manitoba Training Agreement terminates on March 31, 1985. Preliminary discussions are taking place in advance of formal negotiations for a new Training Agreement to come into effect on April 1, 1985.

The responsibilities of the Branch are directly related to the administration of the Canada-Manitoba Training Agreement, which provides for Federal participation in occupational training in the Province. It establishes a formal consultative and co-ordinating mechanism called the Canada-Manitoba Labour Market Needs Committee whose purposes are to assess the requirements of the labour market for skilled workers and the means to meet such needs; and to assist the parties in the administration of the Agreement. In carrying out its responsibilities the Labour Market Needs Committee takes into consideration the potential contribution and impact on training activities under this agreement of complementary labour market programs and policies.

Federal and Provincial Departments, through joint consultation, continued throughout 1983

to adjust training capacities to meet priority labour market needs, and to arrange for funding and training course development to support industrial training including higher level trade skills.

Consistent with the Training Agreement, financial assistance may be provided by the Canada Employment and Immigration Commission to the Province and to non-profit organizations under the federal Skills Growth Fund program, on the recommendation of the Canada-Manitoba Labour Market Needs Committee. The purpose of the fund is to stimulate expansion and modernization of training facilities required to overcome present and anticipated shortages of workers in occupations of national importance and to provide appropriate training for members of special target groups to enhance their employment opportunities. On March 4, 1983, twenty-seven Skills Growth Fund project proposals, having an estimated value of \$11,500,000, were approved in principle by the Manitoba and Federal Governments.

For the fiscal year ending March 31, 1983, in accordance with the Canada-Manitoba Training Agreement, purchases by the Federal government for institutional training in the Province amounted to \$21,561,838, which provided training for 7,761 trainees. For the same period, the Federal government paid \$5,387,793 for 2,149 trainees under its General Industrial Training Program, and \$2,942,039 for 421 trainees under the Critical Trade Skills Training Program.

Immigration and Settlement Branch

Elizabeth Carriere, Director

The Immigration and Settlement Branch is responsible for the development of policies and programs which enable the Provincial government to respond to issues related to immigration, demography, citizenship and settlement.

The major objectives of the Branch are:

- To ensure that levels and composition of immigration to Manitoba (including refugees):
 - support the attainment of Manitoba's demographic, humanitarian, economic and labour market goals
 - reflect Manitoba's absorptive capacity with respect to the labour market, health and social services

- To facilitate immigrants' effective attainment of self-sufficiency and ability to participate fully in the social, political and economic life of Manitoba, which includes maximizing employment opportunities for immigrants.

The Branch is divided into two functional units: Program and Demographic Analysis which undertakes activities related to demographic information and analysis; screening offshore recruitment of workers; implementing a program for admitting special needs refugees; recommending immigration levels for Manitoba based on consultation with the federal government and non-governmental organizations; reviewing and proposing immigration policy, arrangements and agreements.

The Newcomer Services Unit undertakes activities related to the development and translation of information materials for immigrants; administration of a grants program for community organizations involved in providing settlement services to immigrants; development of immigrant access programs to enhance immigrants' equitable access to necessary services; maximizing equivalency and employment opportunities for immigrants; and joint responsibility, with the Department of Education, for the design and delivery of English as a Second Language (ESL) programs.

These activities are carried out in cooperation with a number of other Manitoba government departments and involve a close working relationship with federal departments and community groups.

As part of its ongoing activities, the Branch has undertaken several reviews and projects jointly with other Manitoba government departments on matters relating to: screening offshore recruitment of workers; special health and community service needs of refugees and other immigrants; reviewing policies and programs for Citizenship Education/English as a Second Language and developing and translating settlement orientation material for immigrants.

Two major initiatives that were undertaken during the reporting year were: The establishment, with the Department of Education, of a Joint Adult ESL Directorate; and the undertaking by the Branch of the lead role in Canada in determining a provincial/territorial framework in the area of immigrant settlement.

Regular participation with government and non-government agencies in a wide range of

activities related to immigrant newcomers has taken the form of advice, consultation, coordination, organizational and analytical support, program development and dollar support.

Over the reporting year, there has been a continuing demand for demographic data concerning immigrants as well as requests for informational background for programs design and coordination. To meet these needs more effectively, the Branch has standardized statistical reporting and has developed access and reporting mechanisms for more detailed and up-to-date immigration statistics.

These activities will also result in more thorough analyses of the relationship between immigration levels and composition and the provision of services. Such information is an essential element in the Branch's preparation of the annual position on immigration levels which is communicated to the Federal Minister of Employment and Immigration as per Section 7 of the Federal Immigration Act. This represents Manitoba's input in the Federal determination of the size and composition of Canada's immigrant intake for the following calendar year.

Areas of Branch activity and initiative during 1983 included:

An Agreement Concerning Refugees With Special Needs — Special Program To Assist Refugees (SPAR)

This program, which is based on a 1981 agreement between the Minister of Labour and Employment Services and the Federal Minister of Employment and Immigration, facilitates private sponsorship and the resettlement in Manitoba of refugees with special needs. Since its initiation in the fall of 1981, the program has been of benefit to 19 refugees and their families. Fifteen unaccompanied minors and four disabled refugees have been admitted under the program. It is expected that in total about 25 special needs cases will have been aided by this program by the end of 1983, and a similar number of cases are anticipated for 1984. The Special Program to Assist Refugees, developed by the Branch, has served as a model for other provinces in their humanitarian response to the plight of special needs refugees.

Newcomer's Guide to Manitoba

A book which provides information on settlement services and life in Manitoba was published. The book is a comprehensive source of information for new immigrants as well as for professionals in the field of immigrant settlement. It has initially been published in English and in Polish. The latter was done in cooperation with the Canadian Polish Congress which undertook, in consultation with the Branch, voluntary production of the book. Printing costs for this version were undertaken by the Branch.

Production of the Spanish and the Vietnamese versions of the book is underway, and is scheduled for completion before the end of the current fiscal year.

The English version of the book is being distributed to newcomers who have made a commitment to settle in Manitoba — about 5,000 per year; to service providers; ESL teachers; and government and non-government organizations which deal with newcomers.

Welcome News

A joint effort by the Immigration and Settlement Branch and the Winnipeg School Division No. 1, "Welcome News" is a graded English language newspaper for people learning English. 7,000 copies of "Welcome News" are given out at no charge across the province of Manitoba. "Welcome News" has information useful to newcomers to Manitoba and is used for learning and teaching English as a Second Language (ESL). "Welcome News" was published five times between September and June, and approximately \$5,000.00 will be expended in this fiscal year.

The number of issues will be increased to 10 for the 1984-85 fiscal year. In addition, in cooperation with other provincial departments, several "special inserts" are being planned.

Joint ESL Directorate

In order to better meet adult immigrant language learning needs through an integrated approach to adult ESL programming, a joint directorate was established involving the language and orientation coordination role of the Immigration and Settlement Branch and the ESL curriculum development role of the Post-Secondary, Adult & Continuing Education Division (P.A.C.E.) Department of Education.

The objective of the Joint Directorate is to ensure a coherent integrated approach with

respect to the direction and coordination of ESL programming, in order that adult immigrants will be able to acquire the English language skills needed for:

- occupational skill training
- appropriate job placement
- increased occupational mobility
- equitable access of services
- avoidance of injury and illness caused by unfamiliarity with the North American environment
- developing an understanding of the individual's rights and responsibilities as an active participant in Canadian society
- acquisition of citizenship
- access to further education

Federal/Provincial ESL Needs Assessment

This is a joint undertaking with P.A.C.E. and the federal Department of the Secretary of State to determine the English language training needs of adult immigrants in Manitoba.

P.A.C.E. Working Group on ESL

The Joint Directorate is participating in the formulation of recommendations for the restructuring of adult ESL in the province. As part of this process, the P.A.C.E. Working Group held a series of meetings where numerous presentations were made by various individuals and agencies concerned with adult ESL in the province.

Citizenship Education/ESL Learning Materials Development

In response to a request for assistance from the Citizenship Coordinator at the International Centre, the Branch developed new teaching materials and audio visual aids for classes which prepare applicants for their citizenship hearings. A video taped lesson was prepared and is being shown on community cable t.v. In addition, a number of materials development projects were funded by the Branch's Newcomer Services Support Program.

Immigrant Women

The Branch has continued to take a lead role in the assessment of and response to the needs and concerns of immigrant women. The Branch works closely with the recently established Immigrant Women's Association of Manitoba, including Branch representation on the Association's Program Planning Committee. Other activities in this area

include attendance and presentation to local and national immigrant women's conferences, the coordination of an inter-departmental response to issues raised by immigrant women, and informing other Manitoba government departments of the issues affecting immigrant women in Manitoba.

Employment Development

In 1983, the Department of Labour and Employment Services designated immigrants as an employment disadvantaged group.

The International Ladies Garment Workers Union received a grant from the Immigration and Settlement Branch to develop a re-employment project for unemployed garment workers. The union proposed to establish a hiring hall, develop a resource centre and develop ESL job search classes for the immigrant garment workers. Recent closings of garment factories have thrown several hundred workers out of their jobs. This project has aided the union in providing alternative employment services to immigrant workers.

The Manitoba Employment Action Program targeted unemployed immigrants as part of the special measures component. Through this component, employment disadvantaged persons were eligible to receive up to \$4.80 per hour toward their hourly wage. Although a limited number of persons were employed under this section of the M.E.A.P. program, many immigrants were able to obtain full time jobs. Self referrals to this program were encouraged, and several ESL classes in Winnipeg developed classroom modules around the topic of job search skills.

The Branch also provides consultative and advisory input into the Refugee Community Workers Training Program, a two year Core Area Initiative funded program. The goal of this program is to bridge the gap between the refugee and immigrant populations and the existing social service delivery system.

Before approval was given to the Refugee Community Workers Training Program, the funders required that a commitment be sought from future employers to give priority consideration to the program graduates. The Immigration and Settlement Branch participated in the recruitment and orientation of potential employers. This resulted in a commitment from organizations such as the Winnipeg Boys and Girls Club, the Child Guidance Clinic, Jewish Child and Family Services, and the Canadian Mental Health Association (Manitoba). The Refugee

Community Workers Training Program will graduate 18 community workers in early 1985.

An employment survey was conducted in August 1983 sampling selected South East Asian and Eastern European immigrants. The employment status of working age immigrants from Vietnam, Laos, the U.S.S.R., Poland, Hungary, Czechoslovakia, Romania and Yugoslavia was examined. The survey showed that 29.6% of immigrants from these countries were unemployed at that time. Youths and older workers were the most severely affected. Youths 15-24 years of age showed a 43% rate of unemployment while workers aged 55-64 had a 73% rate of joblessness. Recommendations were made in the report to actively address the severe levels of unemployment and underemployment amongst the immigrant population.

Refugee Mental Health

The Branch provided funding for a research coordinator to document information concerning the mental health needs of Southeast Asian refugees in Manitoba and the availability of resources to meet these needs. The project was coordinated by the Canadian Mental Health Association — Manitoba Chapter. Additional funding for the study was provided by the Canada Employment and Immigration Commission and the Department of the Secretary of State.

The report was submitted for response to the relevant Provincial and Federal departments early in 1983 and a Provincial interdepartmental committee was struck by the Department of Health to prepare a response to the report. The recommendations of this committee are currently being reviewed within the Department of Health. The report is also being reviewed by the Manitoba Intercultural Council.

Newcomer Services Support Program

Introduced in October 1982, the Newcomer Services Support Program provides dollar support to incorporated, non-profit, non-governmental organizations involved in newcomer orientation and settlement activities. A maximum of \$25,000 is available in 1983-84, with priority funding given to projects which address the language and employment needs of immigrants. Up to 100% of project costs is considered for funding. Capital costs, such as renovation or construction of facilities are not included.

Seventeen projects have been funded to date under three grant categories:

- Settlement Materials & Project Development
- Community Group Development
- Settlement and Adaptation Research

Westman Multicultural Council in Brandon received funding towards an ESL Needs Research project and the development of settlement materials. TESL Manitoba, the ESL teacher's association, sponsored a number of projects including support for a provincial and national ESL conference and the development of ESL curriculum materials. Other groups funded under the Newcomer Services Support Programme included the Manitoba Interfaith Immigration Council, Manitoba Joint Refugee Coordinating Council, Laotian Association of Manitoba, International Centre, International Geographical Union, Knox Day Nursery, International Ladies Garment Workers Union, and the National Association of Canadians of Origins in India.

Committee Responsibilities

The Branch's responsibilities for immigration, citizenship, demography and settlement require staff involvement on several standing committees as well as committees established to examine specific issues. These include the Related Programs Subcommittee of the Labour Market Needs Committee, the Federal/Provincial ESL Needs Assessment Committee, the Provincial/Territorial Immigrant Settlement and Integration Committee, the TESL Canada National Conference Planning Committee, TESL Canada Council (the Branch is the representative for the Manitoba government), the Data Users Planning Committee, the Education Committee and the Employment Committee of the Refugee Community Workers Training Program, the Interagency Group on Immigrant Concerns, the Settlement Standing Committee of the Manitoba Intercultural Council, the Education and Immigration Committees of the Citizenship Council of Manitoba, consultant to the Immigrant Women's Association of Manitoba, and other coordinating and planning groups dealing with immigration matters.

Immigration Levels

The total number of landings in Canada during 1982 and the first nine months of 1983 was 187,195. The figure for Manitoba during this same period was 7,887. This represents 4.2% of the Canadian total during this 21 month period.

The shift from Europe (including the United Kingdom) to Asia as the major source area of immigration to Canada during 1980-81 was reversed in 1981-82. Fifty percent of all immigration to Canada during 1980 was from Asian countries. During 1981, 37.8% of immigrants indicated an Asian country as their country of last permanent residence. This proportion dropped to 34.4% in 1982. A reversal has taken place in 1983 with 40.1% of all immigration in the first nine months indicating their source area as Asia.

The European proportion grew from 28.7% in 1980 to 35.9% in 1981, and to 38.1% in 1982. Immigration to Canada from Europe and the United Kingdom dropped to 27.1% for the period January 1 to September 30, 1983.

The profile for Manitoba, while corresponding generally to this trend, shows a higher percentage of newcomers from Asian countries than is evident in the Canadian total. During 1981, 33.5% of all landings destined for Manitoba were of European origin, while 51.6% were of Asian origin; for 1982 the proportions were 38.6% European and 43.7% Asian; and in the first nine months of 1983, 26.1% were from Europe with 52.4% from Asia.

Canada's intake from Central America increased from 1.4% of total immigration in 1982 to 4.4% during the first three quarters of 1983. Manitoba's proportion from Central America increased similarly (1.3% to 4.6%).

The Canadian refugee intake projected for 1982 (14,000) was lower than the actual intake of 16,925. Canada had planned to receive 12,000 refugees in 1983. The first three quarters of 1983 indicate an intake of 10,298. At this rate of intake Canada could receive as many as 13,731 refugees.

Manitoba has tended to receive a higher proportion of the Canadian refugee movement than it has of the total Canadian Immigration levels; 6.1% of the refugee movement as compared to 4.1% of the total movement for 1982, and 5.6% as compared to 4.5% for the first three quarters of 1983.

A trend to fewer private group sponsorships of Southeast Asian refugees will likely continue as those already here undertake to sponsor relatives who remain in refugee camps. Private group sponsorships will likely be concentrated on sponsoring special needs cases.

The planned intake of 3,000 Southeast Asian refugees for Canada in 1984 remains the same as the planned intake for 1983. The planned refugee intake from Africa (1,000) and the

Middle East (800) also remain the same. The intake from Latin America and Caribbean countries has been increased from 2,000 (1983 levels) to 2,500 (1984 levels). The number from Eastern Europe will be decreased from 3,000 to 2,300. The total number of refugees

for 1984 is the same as that planned for 1983, 10,000. There is also an uncommitted contingency reserve of 2,000. The number of refugees privately sponsored is not counted as part of this level, but will be in addition to it.

Table 1
Immigrants Destined To The Labour Force In Manitoba
By Occupational Group
January 1 to September 30, 1983

Occupational Group	Number	%
Landed Immigrants		
Top 6 Occupational Groups		
Product Fabricating and Repair	159	12.1
Farm, Hort., Animal Husbandry	106	8.1
Clerical and Related	97	7.4
Service	72	5.5
Natural Sciences	66	5.0
Machining	50	3.8
Total Workers (1,311)		
Temporary Workers		
Top 6 Occupational Groups		
Artistic, Literary, Performing Arts	801	24.9
Teaching	494	15.3
Product Fabricating and Repair	303	9.4
Service	293	9.1
Farm, Hort., Animal Husbandry	244	7.6
Natural Sciences	199	6.2
Total Temporary Workers (3,219)		
SOURCE: Canada Employment and Immigration Commission: Landed and non-landed immigration data systems.		

Table 2
Immigration To Manitoba By Class

	Family Class		Assisted Relatives		Independent		Refugee and Designated		Total	
	1982	1983*	1982	1983*	1982	1983*	1982	1983*	1982	1983*
Canada	49,980	35,811	11,984	3,529	42,294	16,410	16,925	10,298	121,147	66,048
Manitoba	2,164	1,587	350	644	1,390	148	1,027	577	4,931	2,956
Manitoba										
% of Total	4.3%	4.4%	2.9%	18.2%	3.3%	0.3%	6.1%	5.6%	4.1%	4.5%
*January 1 to September 30, 1983.										
Source: Canada Employment and Immigration Commission: Landed and non-landed immigration data systems.										

Table 3
Immigration By Source Area

	Canada				Manitoba			
	1982		1983*		1982		1983*	
	No.	%	No.	%	No.	%	No.	%
United Kingdom	16,445	13.6	4,444	6.7	574	11.6	129	4.4
Europe	29,705	24.5	13,442	20.4	1,333	27.0	640	21.7
Africa	4,510	3.7	2,681	4.1	103	2.1	77	2.6
Asia	41,617	34.4	26,505	40.1	2,156	43.7	1,548	52.4
Australasia	938	0.8	326	0.5	24	0.5	12	0.4
U.S.A.	9,360	7.7	5,521	8.4	347	7.0	186	6.3
Central America	1,651	1.4	2,904	4.4	63	1.3	135	4.6
Caribbean	8,674	7.2	5,545	8.4	162	3.3	102	3.5
South America	6,870	5.7	3,509	5.3	157	3.2	112	3.8
Oceania	1,181	1.0	541	0.8	5	0.1	3	0.1
Not Stated	196	0.2	630	1.0	7	0.1	12	0.4
Total	121,147		66,048		4,931		2,956	

*January 1 to September 30, 1983
Source: Canada Employment and Immigration Commission: Landed and non-landed immigration data systems.

Apprenticeship and Federal-Provincial Programs Coordination

D. McCulloch, Director

The Apprenticeship and Federal-Provincial Programs Coordination Branch is responsible for the development and administration of three major program and service areas.

1. Apprenticeship Training and Trades Certification
2. Federal-Provincial Programs Coordination
3. Selkirk Training Plant

The development and administration of those program and service areas occur within the context of two general branch objectives.

- To develop and deliver training and employment programs and services beneficial to Manitobans
- To assist Manitobans to effectively participate in the labor force

Apprenticeship Training and Trade Certification

The four major objectives of the Apprenticeship Training and Trade Certification Unit are:

- To establish and maintain standards of competency for persons working in designated trades or persons wishing to access employment within designated trades and to assist these persons in attaining standards through Apprenticeship training programs

- To examine and certify persons who have attained a Journeyman level of proficiency subsequent to either apprenticeship training or lengthy experience in the trade
- To promote the greater utilization of apprenticeship training as a means to develop skilled tradespersons, to assist in access of individuals into apprenticeship training and to expand the number of trades utilizing apprenticeship training
- To maintain and upgrade the standard of service in the fields of hairdressing and barbering, including examination of skills and issuance of licences

In pursuit of its objectives, the Apprenticeship Unit also undertakes responsibility for the administration of three Acts and their accompanying Regulations:

1. The Apprenticeship and Tradesmen's Qualifications Act
2. The Barbers Act
3. The Hairdressers Act

As part of its mandate the unit continued to undertake a wide range of activities with respect to training and certification including:

- processing of apprenticeship applications
- registering of apprenticeship agreements
- counselling apprentices and prospective apprentices
- monitoring job based training
- scheduling institutional training components
- development evaluation and revision of institutional and job based training curricula
- development and administration of trade examinations

- issuance of certificates of Journeyman proficiency
- promotion of the increased utilization of apprenticeship training
- exploring the potential for expansion of apprenticeship training into new trades
- maintaining effective liaison with both employee and employer users of apprenticeship training and ensuring their meaningful input into the program's development through trade advisory committees
- conducting examinations and issuing licences directed towards the upgrading and maintenance of skill standards for barbers and hairdressers

During 1983, the unit underwent realignment to more clearly delineate responsibilities within Field Services functions and Program Development functions. The Field Services Section undertakes responsibility for direct program delivery to apprentices and employers, while functions of training curricula development, examination development, program expansion and promotion are addressed by the Program Development Unit.

In the past year, increased emphasis has been placed upon encouraging the participation of those employers who have not recently trained apprentices or who have had no experience with the program. Recent experience has shown that there are more persons wishing to apprentice in a trade than there are employment opportunities to facilitate such training. Effective liaison with the federal Critical Trade Skills Training Program has continued, urging employers to train more apprentices.

The Women in Trades Training program was modified and re-introduced in 1983. The program is designed to provide counselling to prospective female apprentices and financial incentives to employers in an effort to increase the participation of women in non traditional trade related employment. Financial incentives are directed towards reimbursement of 50% to 100% of wage costs during structured training periods of up to 52 weeks in duration. The program acts as a lead into longer apprenticeship training.

Emphasis has continued to be placed on the role of industry in program development activities. The input of both employers and tradespersons is critical to the development of realistic training programs designed to meet the needs of program users. As an example, in 1983, trade advisory committees were reactivated with the motor vehicle trades to assist in updating training programs in conjunction with apprenticeship staff.

While some downturn has been experienced in the job market with respect to opportunities for training apprentices within trades, considerable effort has been devoted towards program quality. This was evidenced by efforts undertaken to update training curricula in trades such as industrial electrician, industrial mechanic, aircraft mechanic, industrial instrument mechanic and heavy duty equipment mechanic.

Table 1
Apprenticeship Registrations, Cancellations and Completions
November 1, 1981 — October 31, 1983

Designated Trade	Apprentices Active as at Nov. 1/82	Registrations Year Ending Oct. 31/83	Cancellations Year Ending Oct. 31/83	Completions Year Ending Oct. 31/83	Apprentices Active as at Oct. 31/83
Boilermaker	47	3	4	12	34
Bricklayer	39	3	6	7	29
Carpenter	274	73	30	60	257
Construction Electrician	272	61	16	71	246
Drywall Mechanic	7	—	—	2	5
Electric Motor Winder	3	2	—	1	4
Glazier	1	1	—	—	2
Heavy Duty Equipment Mechanic	331	108	30	64	345
Industrial Electrician	134	6	2	33	105
Industrial Instrument Mechanic	39	3	—	10	32
Industrial Mechanic	232	30	9	86	167
Industrial Welder	43	20	4	12	47
Lather	11	2	4	—	9
Machinist	115	26	11	20	110
Miner	21	—	6	11	4
Motor Vehicle Body Repairer	123	39	17	29	116
Motor Vehicle Mechanic	391	101	46	101	345
Painter and Decorator	36	14	5	6	39
Plumber	180	36	13	28	175
Power Electrician	32	25	1	8	48
Refrigeration and Air Conditioning Mechanic	73	12	4	11	70
Roofer	—	3	—	—	3
Sheet Metal Worker	76	5	8	13	60
Sprinkler and Fire Protection Installer	32	3	3	11	21
Steamfitter	92	2	5	13	76
Steel Fabricator	127	4	25	20	86
Tool and Die Maker	32	9	4	9	28
Total	2,763	591	253	638	2,463

Table 2
Apprenticeship Registrations, Cancellations and Completions By Year
1979-1983

Year	Registration	Cancellations	Completions	Active at End of Each Year
1978-79	1,047	314	681	2,817
1979-80	1,106	432	604	2,889
1980-81	960	384	610	2,855
1981-82	913	365	640	2,763
1982-1983	591	253	638	2,463

Table 3
Geographical Location of Apprentices
Active at October 31, 1983

Designated Trade	City of Winnipeg	Remainder of Province	Total
Boilermaker	16	18	34
Bricklayer	17	12	29
Carpenter	128	129	257
Construction Electrician	131	115	246
Drywall Mechanic	5	—	5
Electric Motor Winder	2	2	4
Glazier	—	2	2
Heavy Duty Equipment Mechanic	112	233	345
Industrial Electrician	34	71	105
Industrial Instrument Mechanic	—	32	32
Industrial Mechanic	39	128	167
Industrial Welder	6	41	47
Lather	7	2	9
Machinist	70	40	110
Miner*	—	4	4
Motor Vehicle Body Repairer	60	56	116
Motor Vehicle Mechanic	178	167	345
Painter and Decorator	28	11	39
Plumber	95	80	175
Power Electrician	16	32	48
Refrigeration and Air Conditioning Mechanic	50	20	70
Roofer	3	—	3
Sheet Metal Worker	45	15	60
Sprinkler and Fire Protection Installer	12	9	21
Steamfitter	51	25	76
Steel Fabricator	75	11	86
Tool and Die Maker	21	7	28
Total	1,201	1,262	2,463

*Annual Report 1982 — Miner — City of Winnipeg should have been 0 and Remainder of Province should have been 21.

Table 4
Certificates Issued Under The Apprenticeship and
Tradesmen's Qualifications Act

Designated Trade	Certificates Issued to Apprentices Nov. 1/82 to Oct. 31/83	Certificates Issued to Apprentices Since Designation of Trade	Certificates Issued to Tradesmen (Other than Apprentices) Nov. 1/82 to Oct. 31/83	Certificates Issued to Tradesmen (Other than Apprentices) or by Examination Since Designation of Trade
Boilermaker	12	75	9	164
Bricklayer	5	324	—	9
Carpenter	61	1,451	7	640
Construction Electrician	70	2,278	2	46
Drywall Mechanic	2	14	2	89
Electric Motor Winder	1	33	1	29
Glazier	—	7	—	39
Heavy Duty Equipment Mechanic	66	676	26	387
Industrial Electrician	33	365	—	109
Industrial Instrument Mechanic	10	73	4	80
Industrial Mechanic	38	715	20	577
Industrial Welder	15	90	8	261
Lather	—	36	1	6
Machinist	21	231	8	319
Miner	11	32	8	613
Motor Vehicle Body Repairer	30	397	4	82
Motor Vehicle Mechanic	101	1,981	23	1,840
Painter and Decorator	7	413	4	455
Plasterer	—	130	—	15
Plumber	29	1,196	1	408
Power Electrician	9	9	20	81
Refrigeration and Air Conditioning Mechanic	11	182	—	119
Roofer	—	—	62	62
Sheet Metal Worker	13	394	—	137
Sprinkler and Fire Protection Installer	12	68	2	28
Steamfitter	13	300	4	156
Factory Woodworker	—	68	—	21
Steel Fabricator	20	61	2	87
Tool and Die Maker	9	13	4	29
Total	649	11,612	222	6,888

Table 5
Number of Apprentices Attending Technical School
November 1, 1982 — October 31, 1983

Designated Trade	Attending Full Time
Boilermaker	43
Bricklayer	25
Carpenter	237
Construction Electrician	249
Drywall Mechanic	—
Electric Motor Winder ¹	3
Glazier ²	2
Heavy Duty Equipment Mechanic	334
Industrial Electrician	108
Industrial Instrument Mechanic	39
Industrial Mechanic	221
Industrial Welder	41
Lather	8
Machinist	122
Miner	35
Motor Vehicle Body Repairer	116
Motor Vehicle Mechanic	336
Painter and Decorator	27
Plumber	139
Power Electrician	55
Refrigeration and Air Conditioning Mechanic	63
Roofer	—
Sheet Metal Worker	52
Sprinkler and Fire Protection Installer	13
Steamfitter	70
Steel Fabricator	98
Tool and Die Maker	32
Total	2,468

¹ & ² Attended classes at the Southern Alberta Institute of Technology, Calgary, Alberta.

Table 6
Examinations for Certification Conducted Under The
Apprenticeship and Tradesmen's Qualifications Act

November 1, 1982 — October 31, 1983

Designated Trade	Apprentices		Non-Apprentices	
	Number Examined	Number Passed	Number Examined	Number Passed
Boilermaker	12	11	14	9
Bricklayer	6	6	—	—
Carpenter	52	42	52	11
Construction Electrician	64	62	3	2
Drywall Mechanic	—	—	2	2
Electric Motor Winder	1	1	1	1
Glazier	—	—	1	—
Heavy Duty Equipment Mechanic	51	43	50	26
Industrial Electrician	54	47	5	—
Industrial Instrument Mechanic	11	11	6	4
Industrial Mechanic	97	91	37	17
Industrial Welder	23	20	17	8
Lather	6	5	2	1
Machinist	29	27	15	6
Miner	16	15	10	8
Motor Vehicle Body Repairer	35	28	9	7
Motor Vehicle Mechanic	107	104	50	20
Painter and Decorator	5	5	17	2
Plasterer	—	—	—	—
Plumber	49	34	9	—
Power Electrician	14	12	—	—
Refrigeration and Air Conditioning Mechanic	15	11	2	—
Roofer	—	—	—	—
Sheet Metal Worker	15	15	—	—
Sprinkler and Fire Protection Installer	7	7	1	1
Streamfitter	14	13	3	2
Steel Fabricator	22	21	2	2
Tool and Die Maker	9	9	2	2
Total	714	640	310	131

Table 7
Statistics Relating To The Administration Of The
Barbers Act

November 1, 1982 — October 31, 1983

Barbers Examining Board — Meetings	4
Candidates Examined	45
Master Barber Licences Issued	396
Journeyman Barber Licences Issued	150
Improver Barber Licences Issued	25

Barber's Licences are renewable in odd-numbered years.

Table 8
Statistics Relating To The Administration Of
The Hairdressers Act
November 1, 1982 — October 31, 1983

Hairdressers Examining Board — Meetings	46
Candidates Examined	756
Salon Owner Licences Issued	40
Abstentee Owner Licences Issued	19
Total Salon Licences Valid as of October 31, 1983	59
Operator Licences Issued	400
Student Licences Issued	177
Beauty Treatment Licences Issued	53
Manicurist Licences Issued	15

Hairdressers' Licences are renewable in even-numbered years.

Federal-Provincial Programs Coordination

The Federal-Provincial Programs Coordination Unit was established in 1983 to serve five major objectives:

- To facilitate and coordinate an exchange of information relevant to new job creation thrusts initiated jointly or singularly by the Federal or Provincial governments
- To provide a focal point for liaison and input of a Provincial perspective into Federal employment development programming
- To initiate Provincial strategy aimed at maximizing benefits and reviewing applications of the utilization of Unemployment Insurance funds for job creation purposes
- To explore and develop potential joint employment development thrusts utilizing Federal and Provincial funding
- To coordinate Provincial response with respect to manpower implications of plant closures and major layoffs

Initial activities of this unit included the establishment of a system of liaison with the Canada Employment and Immigration Commission to share information on Federal and Provincial job creation programs. This includes reviews of both applications and approvals under specific job creation programs. In examples of the Canada Works and Summer Canada programs a total of 716 applications were reviewed to enable Provincial comment. Approvals under the MEAP program were communicated to CEIC to assist in their program planning. Such information exchange has been useful in identifying gaps in program coverages as well as avoiding overlaps in programs.

Cooperative action has continued to be undertaken with the Canada Employment and Immigration Commission in the combined utilization of Provincial job creation funds with unemployment insurance funds in the creation of additional employment for groups of workers affected by short term layoffs. In 1983, a total of three Job Opportunities Agreements were negotiated or administered resulting in employment for 419 persons and a total of 4400 work weeks. In developing employment intensive projects full input was sought from involved employers, labour, communities and both Federal and Provincial government departments.

The three agreements were successful in alleviating some of the adverse effects of layoffs at International Nickel, Manitoba Forestry Resources Ltd. and Moose Lake Loggers. In addition, work undertaken during the INCO layoff in Thompson resulted in considerable benefit to the community in terms of facility and building improvements.

The unit played a lead role in negotiating the agreements and in administering Provincial financial involvement in the Thompson projects.

NEED/Employment Development Program

In the past year, the unit has undertaken extensive work in the development, administration and operation of the jointly funded Federal/Provincial NEED/Employment Development program. A Letter of Agreement, signed on January 6, 1983, between Federal and Provincial ministers, set out terms and conditions for a \$24 million program aimed at the creation of employment intensive projects designed to present new

employment opportunities for Manitobans who have exhausted their Unemployment Insurance benefits.

As part of the Provincial share of \$12 million, a total of \$2 million was identified to provide incentives to employers in recalling laid-off workers whose Unemployment Insurance benefits were exhausted.

The program provides wage assistance funding up to an average maximum of \$400 per employee week as well as, in many cases, up to \$125 per employee week for non wage related costs.

A wide range of project sponsors have been eligible to sponsor projects which normally create at least 3 jobs for periods of 12 to 52 weeks. Eligible sponsors include provincial departments, labour organizations, non profit organizations, community organizations and private businesses.

The program is in operation from January 1983 to June 1984, however, virtually all program funds have now been committed to approved projects.

To date a total of 623 applications have been received resulting in 156 approvals. These approved project applications will create an estimated 2,535 jobs representing 55,666 weeks of work. The utilization of program funds has been augmented by a corresponding contribution by project sponsors, exceeding \$26 million.

Additional benefits have accrued from the program in terms of creation of some longer term employment opportunities, training and skill improvement for many individuals as well as long term improvements to many community facilities across all regions of the Province.

Selkirk Training Plant

The objectives of the Selkirk Training Plant are:

- To help unemployed individuals develop marketable jobs skills in order to facilitate their entry into the work force
- To manufacture a wide variety of wood and metal products for Provincial Departments and other government agencies

Early in 1983 the Plant revised its operating plan to provide for a shorter training course and more concentration on locating employment opportunities in the job market.

The program now provides for a 26 week training course divided into 3 phases:

Phase 1: Classroom instruction in such areas (6 weeks) as basic mathematics, Communications and trades introduction.

Phase 2: Practical training divided between (10 weeks) the production floor and the demonstration room where each trainee must complete eight practical projects

Phase 3: Production training and up to two (10 weeks) weeks of work experience with a prospective employer. A total of 40 hours can be utilized by the trainee for job interviews and other job search activities.

Plant staff actively pursue attempts to locate work for graduating trainees by contacting prospective employers and explaining the program to them. When interested employers are identified, a two week practical attachment is arranged. Followup counselling is provided to employees as needed. Identification of a roster of about 200 potential employers of Plant graduates has resulted in several trial job placements and permanent hirings. These employers have become aware of the Plant's objectives and have proven to be more receptive to Plant graduates.

The frequency of trainee intake has increased from three to six per year, resulting in smaller groups per intake. This change has provided staff more time for the orientation of new trainees to the Plant's program and has resulted in reduced drop-out rates in the first two months of the trainees' stay.

Grade level testing has been instituted to enable the Plant to more precisely relate course content presentation and counselling to trainees' abilities and backgrounds.

A follow-up system of contacting graduates 3 months after their graduation has facilitated more precise evaluation data collection.

Despite a continuing general shortage of entry-level job opportunities, job placements have increased over the previous reporting year:

	81/82	82/83
Number of graduates:	36	37
Number of graduates placed in jobs	13	29
Percentage of graduates placed in jobs	36%	39%

Estimated value of goods produced November 1, 1982 to October 31, 1983 at the Selkirk Training Plant is \$744,900. The main product lines continue to include pre-fabricated buildings, picnic tables, cottage furniture, silk

screen and wooden signs, barbecues and aids for handicapped persons. A line of executive quality desks and credenzas and a new design of special explosives containers were added this past year.

Employment Development and Youth Services Branch

Tannis Mindell: Director

The Employment Development and Youth Services Branch develops and implements employment strategies and policies which meet the goal of creating a fair and equitable labour market for students, unemployed youth and other persons encountering structural barriers to employment by providing:

- A referral/placement service which facilitates access to Provincial Government youth employment program
- Employment preparation programs and services
- Job creation programs which respond to the prevailing economic/employment climate
- Educational and informational services to members of the public

In keeping with this role, the Branch administers the following programs/services:

- A centralized youth registration and referral service for university community college and high school students, as well as unemployed youth (The Employment Services office)
- Youth Employment Programs (S.T.E.P., Student Work Exchange, Northern Summer Education Careerstart)
- Summer job placement services for youth in rural and Northern communities (Hire-A-Student Job Centre Program)
- Coordination of volunteer activities in various government departments (Volunteers in Public Service Program)
- A job creation program for unemployed people (Manitoba Employment Action Program)
- A job creation program for graduates from Manitoba universities, faculties of Engineering and Science (Engineering and Science Graduates Program)
- The Branch also maintains a grants program which assists students from Northern and remote areas with undertaking career related travel (Manitoba Careers Travel Program)

Job Opportunity Service

The Job Opportunity Service (formerly the Employment Services Office) is responsible for all registration, referral and placement of students in summer positions in Provincial Government Departments, Crown Corporations and Commissions. Referral is also done to positions funded under Provincial Youth Employment Programs.

The objectives of the Job Opportunity Service Office in 1983 were:

- To increase hiring efficiency within the Manitoba Civil Service, Provincial Crown Corporations, Commissions and provincially subsidized positions in the private sector by providing a centralized registration and referral service for students/youth
- To locate jobs for students in home localities where possible
- To increase the opportunities available to students to acquire a career and/or interest-related work experience
- To provide a job placement mechanism for handicapped students/youth

In 1983 the Job Opportunity Service placed 1,866 students in jobs within Government Departments, Crown Corporations and Commissions. Of these 955 were placed in positions covered by the budget of the hiring agency. Another 911 students found employment through the Student Temporary Employment Program (S.T.E.P.) including 95 disabled students/youth. The Job Opportunity Service office also facilitated the placement of an additional 1,604 students and youth into positions in the private sector funded under Careerstart.

S.T.E.P (Student Temporary Employment Program)

S.T.E.P. provides salary funds to enable Government Departments, Crown Corporations and Commissions to hire students in short-term, summer projects. The program is designed to offer students career-related work experiences while enabling government organizations to meet service demands at peak activity periods. A special component of the program ensures that handicapped students/youths be given opportunities to gain work experience within the Civil Service.

The objectives of S.T.E.P. in 1983 were:

- To reduce student unemployment in Manitoba during the summer months
- To increase the ability of Departments, Crown Corporations, and Commissions to meet peak activities and demands for service

- To increase career-related summer work opportunities for students

During 1983, 911 students were employed in projects funded through S.T.E.P. Students worked for an average of 14 weeks and earned an average salary of \$2,683 for the period.

S.T.E.P. again cooperated with the Quebec Provincial Government during 1983, in an inter-Provincial Educational/Cultural exchange project. With salaries provided by S.T.E.P., ten Quebec students were placed in positions with the Manitoba Government for a period of fourteen weeks. In exchange, ten Manitoba students were given opportunities to work for a similar period in positions in Quebec, sponsored by the Quebec Provincial Government.

Students involved in the exchange gained valuable work experience in a different cultural setting in such diverse occupations as translation services, economic research, child care activities, archival and receptionist work.

In a similar project, but on a different scale, S.T.E.P. sponsored employment of foreign students through the Faculty of Administrative Studies at the University of Manitoba. Under the A.I.E.S.E.C. Program, six Manitoba students were provided with opportunities to work in a foreign country during the summer. In exchange, six foreign students, one each from Switzerland, Finland, Denmark, Norway, Germany and Spain, were placed in positions in Manitoba Government Departments. The period of employment for this project was fourteen weeks.

Hire-A-Student Job Centre Program

The Hire-A-Student Job Centre Program operates in cooperation with Canada Employment Centres to establish summer job centres in rural and northern Manitoba. These centres provide placement, referral and job counseling services for students and unemployed youth who are seeking summer jobs. The objectives of the Hire-A-Student Job Centre Program in 1983 were:

- To increase the number of local youth being hired by private and public employers.
- To increase the availability of information to youth in the areas of job search techniques, job availability, volunteerism and career information
- To increase employer satisfaction with youth employees through appropriate matching and referral

- To provide career-related summer employment opportunities for 42 students acting as Hire-A-Student Managers
- To increase community participation in the areas of student employment activities

During the summer of 1983, a total of 42 Hire-A-Student Job Centres operated in communities throughout the Province. Of this total, 34 centres were located in small rural communities and were sponsored and administered by local community committees. In the remaining eight centres a provincial employee, hired by the program, complemented the existing staff at a Canada Employment Centre for Students and assisted in the delivery of its services. Job Centre Managers were primarily university students, hired to operate the centres from May until the middle of August.

During this period, a total of 9,778 youth were placed in full-time and part-time summer jobs by the centres. This includes the placement of 3,883 in positions funded under Careerstart. In addition, each centre manager was responsible for establishing and conducting workshops on job search techniques for high school students in their area.

Volunteers in Public Service Program (VIPS)

The Volunteers in Public Service Program offers provincial government branches and agencies opportunities to supplement and/or expand their existing services through a volunteer workforce. Coordinators of Volunteers hired under the program are responsible for planning a volunteer component for the branch/agency in which they work, and for the recruitment, placement, training, supervision and evaluation of volunteers selected.

The volunteers, in turn, are given opportunities to make valuable contributions to the community, to share skills and interests, develop new skills, explore possible career choices, and gain valuable work experience and training.

Objectives for VIPS during 1983 were:

- To increase volunteer utilization within selected provincial government agencies through the establishment of volunteer programs on a demonstration basis
- To increase opportunities for youth and other Manitoba residents to develop job skills and contacts
- To demonstrate to provincial government agencies the effective use of supplementary human resources

Volunteer projects operating through VIPS provide a variety of services to both the participating department or agency itself and to the public at large. Included among these services are those involving consumerism and human rights issues, as well as services to the elderly, new immigrants multicultural groups, sports associations, and French-speaking clients. From October, 1982 to October, 1983, 900 volunteers contributed approximately 36,400 hours to volunteer service.

As in past years, VIPS continued to focus on training the Coordinators of Volunteers in various management and personal development areas. Coordinators were involved in a variety of workshops and training sessions designed to improve their skills in making presentations, in public relations, interviewing techniques, writing job descriptions, recruitment techniques and developing volunteer policies and procedures.

Northern Summer Education Program

The Northern Summer Education Program is an educational/recreational program, located at Frontier Collegiate in Cranberry Portage, which university students and Northern youth to plan and implement a program curriculum for children from semi-isolated and isolated northern communities. Children from grades four to nine participate in a twelve day program at the residential education/recreational camp. The children take part in a variety of activities including: environmental studies, science, wilderness programs, arts and crafts, team sports, and other meaningful activities. At the same time, university students, who are interested in a teaching or a related career are provided with an opportunity to gain valuable field experience.

Objectives of the Northern Summer Education Program of 1983 were:

- To increase the summer educational opportunities for children residing in remote and semi-isolated northern communities through access to a 12 day educational/recreational program. The first and last day of each session are designated as travel days to enable children to be transported from their community to Cranberry Portage
- To increase the occupational skills of 16 post secondary students specializing in fields related to youth education through structured employment
- To increase the leadership/recreational skills of eight northern youth through structured employment

Eight residents of the participating communities were hired as Counsellors-in-Training for the program. The Counsellors-in-Training (CIT's) also gain valuable skill acquisition through structured employment. The CIT's provide a vital link between the children and counsellors. The CIT's are provided with work experience that will supply them with skill development by involving them in activities such as research and curriculum design, working activities and programs that are educational/recreational in nature, working with and supervising children.

During the summer of 1983, the Northern Summer Education Program employed 33 students including the eight Counsellors-in-Training. Two separate camp sessions were operated during July and August, providing an educational/recreational experience for a total of 214 children.

Manitoba Careers Travel Program

The Manitoba Careers Travel Program (formerly the Manitoba Northlands Travel Program) assists school groups from remote and Northern Schools within the Northern Affairs Region to plan and implement career education and curriculum related travel projects. Projects are designed by guidance counsellors and teachers with involvement from community school advisors and participating children. Funding assistance is provided, with the travelling group, school division or the community responsible for raising any additional monies required.

The objective of the Manitoba Careers Travel Program in 1983 was:

- To enrich the career education programs/curriculum in Northern and remote schools by providing a practical first hand exposure to many different careers and occupations throughout the province

Under this program, eligible school groups from grades four to twelve submit travel projects with activities related to career exploration. Grants are awarded on the bases of group size, degree of isolation of the community, mode of transportation available or required, length of time group will travel and the ability of the group to raise funds.

During 1983, assistance was provided to 38 school groups, involving 1288 students. The majority of students came from remote schools in Northern Manitoba, to visit Winnipeg, Brandon and various other points in southern Manitoba. Some northern points visited by other groups were The Pas, Dauphin, Churchill and Thompson.

Manitoba Employment Action Program

The Manitoba Employment Action Program was the first winter and spring wage assistance program operated by the Provincial Government.

The objectives of the Manitoba Employment Action Program in 1983 were:

- To create additional positions for unemployed people from Winnipeg and southern Manitoba between January 17, 1983 and June 5, 1983
- To provide unemployed Manitobans with an opportunity to use their occupational skills, improve existing work skills and learn new skills

The Manitoba Employment Action Program was available to any registered business or farm entirely located within the Province of Manitoba and in operation prior to program application. As well, all non-profit and community organizations in Winnipeg and southern Manitoba including: school divisions, post-secondary educational institutions, hospitals, Indian Band Councils and service and charitable organizations/clubs, were eligible to apply to the program.

Under the terms of this program, businesses and farms were eligible to receive wage assistance for approved positions of 50% of the employee's hourly wage up to a maximum of \$3.00 per hour, plus an employee benefit allowance of up to 10% of the wage assistance. Positions had to offer a minimum of 200 hours of employment at no less than 30 hours per week and up to a maximum of 800 hours of employment per position.

Non-Profit/community organizations were eligible to receive \$4.80 per hour plus an employee benefit allowance of up to 10% of the wage assistance for each approved position. Each position had to offer 20 consecutive weeks of employment with a minimum of 30 hours per week.

The budget for the Manitoba Employment Action Program was originally \$2.0 million. Due to the substantial number of applications received, the budget was increased to allow for commitment of \$5.6 million. The program created employment for 1,683 people.

Careerstart

Careerstart was implemented by the Manitoba JOBS FUND in 1983 in order to encourage employers to create employment opportunities for Manitoba's youth.

The objectives of Careerstart in 1983 were:

- To create additional positions for full time students and unemployed youth 16-24 years of age between May 2, 1983 and October 16th, 1983
- To create employment opportunities for Manitoba youth which provide skills, training and/or career-related work experiences to equip them for full time participation in the labour force
- To provide financial support to students to enable them to continue their education

Careerstart offered wage assistance to any registered business, farm, or non-profit/community organization entirely located within the Province of Manitoba and in operation prior to program application. Municipalities and Local Government Districts were also eligible to apply.

Businesses and farms were eligible to receive from the program, wage assistance at the rate of \$2.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

Non-profit/community organizations, Municipalities and Local Government Districts were eligible to receive wage assistance at the rate of \$4.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

A special wage incentive was provided to any business or farm which hired a native or disabled student/youth. These employers were eligible for wage assistance at the rate of \$4.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

All employers were eligible to apply for up to 3 positions, with the minimum length of employment being a total of 210 hours and a minimum of 30 hours per week. The maximum length eligible for wage assistance was a total of 640 hours with a maximum of 40 hours per week.

The original program budget for Careerstart was \$3.1 million. However, as a result of the overwhelming response from the public, the JOBS FUND increased the budget to allow for commitments of \$9.1 million dollars.

Careerstart created positions for approximately 6,000 youth in 1983. Referral assistance was provided by the Job Opportunity Service and the Hire-A-Student Job Centres.

Engineering and Science Graduates Program

The Engineering and Science Graduates Program was implemented by the Manitoba JOBS FUND in July, 1983 to encourage employers to create jobs for graduated students.

The objectives of the Engineering and Science Graduates Program in 1983 were:

- To create new, permanent jobs for graduates from Manitoba universities who are unable to find employment in their respective disciplines
- To provide the opportunity for 75 trained graduates to develop their skills while offsetting training and entrance costs for Manitoba employers

The Engineering and Science Graduates Program provide wage assistance to Manitoba businesses which were willing to create permanent jobs for professionally trained graduates.

Approved employers are eligible to receive 60% of the per annum salary per employee up to a yearly maximum subsidy of \$12,675. The maximum benefit each employer is eligible for is \$50,000.

The program began July 18, 1983 and will continue until January, 1985. Each approved employer is eligible for subsidization to a maximum of 52 weeks. It is the responsibility of the employee and employer to pursue and initiate discussion as to the feasibility of creating a new position which adheres to the program criteria. A joint application is then submitted for approval. Matching assistance is provided in cases where an employer cannot identify a suitable candidate for the position.

As of October 31, 1983, forty-eight graduates were employed under the program which has a one million dollar budget.

Employment Training and Regional Services Branch

Orval Refvik, Director

In the past year, a number of Departmental components have been organized into a new Branch. The Branch, which consists of the New Careers Program, The Southern Employment Support Service Program and the

Northern Employment Support Program has the following objectives:

- To deliver services and conduct such activities as will result in employment and job-related skill development for residents of all parts of Manitoba
- To design, deliver and evaluate training programs focussed on specific target groups, particularly those which are experiencing economic, social or geographic barriers to education and employment
- To provide an effective administration and delivery base in all regions of the Province for job creation initiatives of the Department of Labour and Employment Services and other departments of government
- To maximize the participation of people of Native ancestry and the rural disadvantaged in current economic activity through innovative training and job creation initiatives

New Careers Section

This Section offers a combination of on-the-job and classroom training to equip trainees with the skills required to gain entry to jobs in the provincial Civil Service, publicly-funded agencies and the private sector.

In the past year, New Careers has further diversified its services in response to growing requirements for training: More than half of the participating employers are now cost-sharing their training programs, thus allowing the section to enroll a greater number of trainees. The increasing credibility and quality of New Careers training programs is reflected by the fact that it is now the principle non-institutional training preference for a number of Native organizations. Of note is that New Careers is now the major training agency in the area of Native child and family service workers. This is particularly important now in light of the responsibility recently given Native groups for control of Native child and family services. New Careers is in a similarly favourable position with the Frontier School Division where it has become the chief source of training for the Division's non-teaching paraprofessionals.

Further examples of the growing acceptance and credibility of New Careers are found in the request from the Hudson Bay Company to negotiate an expanded store manager's program; and the fact that largely through the efforts of New Careers, the Province has now designated aircraft mechanics as an apprenticesable trade.

A number of new special initiatives are presently in various stages of development including: A Skills Growth Fund proposal to

upgrade the Western Canada Air Museum to an aircraft mechanics engineers training centre; negotiations with Northern Affairs and Municipal Services to provide short term trades training in conjunction with capital expenditures in northern communities; negotiations are underway to secure accreditation for competency based training delivered under New Careers programs and; training staff has

been placed in Thompson to deliver a Child and Family Services program for the AWASIS Agency.

The New Careers Program is cost-shared with the Federal Government and approximately one-half of monies expended by the program are recovered from the Federal Government.

New Careers Program 1983-184

A. Major Training Activities Completed	Number Of Trainees
1. Chemical Abuse Counsellors	18
2. Juvenile Counsellors	17
3. Native Correctional Officers	16
4. Health/Nutrition Advisors	6
5. Aircraft Mechanics	11
6. Dakota Ojibway Child & Family Service Workers	15
7. Cross Lake Arena Managers	6
8. Heavy Equipment Operators	8
Total	96

B. Training Activity Underway As of The End Of The Reporting Year	Number Of Trainees
1. Aircraft Mechanics	16
2. Social Workers — Children's Aid Society	14
3. Social Workers — Awasis Agency	36
4. Budget/Financial Analysts	13
5. Residential Counsellors — Frontier School Division	16
6. School Counsellors — Frontier School Division	18
7. Native Store managers	11
Total	124

C. Approved Training Activity For Fiscal Year 1984-1985	Number Of Trainees
1. Native Teachers	14
2. Community Resource Workers — Friendship Centres	12
3. Chemical Abuse Workers	20
4. Native Alcohol Workers	20
5. Resource Officers	8
6. Store managers	14
Total	88
Total Full-Time Regular Trainees	307

Northern Employment Support Services (N.E.S.S.)

Formerly Employment Support and Counselling Services, this unit was renamed Northern Employment Support Services to better reflect new Departmental thrusts primarily in job creation and training assessments.

Operating out of five Regional Offices at Thompson, Leaf Rapids, Churchill, The Pas, and Winnipeg (Lake Winnipeg Region) the N.E.S.S. unit extends services to Northern Manitoba offering relocation support, job creation employment assistance, youth employment, training identification and home advisory support.

Relocation counsellors and home advisors co-operate with employers in assisting workers, most of whom have families to relocate from their own communities to centres offering employment. Support provided to these families includes assistance in housing, schooling, health and recreation activities, and ongoing counselling during the transition.

At the end of October 1983, 19 single clients and 27 married clients with 83 dependents were relocated to employment opportunities at The Pas, Flin Flon, Thompson, and Leaf Rapids/Lynn Lake. Corresponding figures for the previous year were 24 single workers, 60 married workers and 173 dependents.

This decrease is a reflection of economic recession in the mining areas of northern Manitoba. As a result, N.E.S.S. is becoming more active with non-mining employers and agencies in determining potential employment opportunities and services such as support to the transient settlement at Lynn Lake in the form of drug and alcohol abuse programs and job creation initiatives.

Employment Resource Consultants administer regional employment thrusts initiated through the Jobs Fund, various Government Departments and within the Department of the Employment Services and Economic Security.

In 1983 the N.E.S.S. initiated and administered a new program, the Northern Remote Communities Employment Program, creating 139 positions through Jobs Fund allocations. This program provides wage assistance to business and non-profit organizations in remote communities to hire additional unemployed local people in a meaningful work experience.

As well, during the summer of 1983, N.E.S.S. administered the Northern Youth Corps which provided grants to local communities to employ individuals in areas of community improvement. A total of 431 workers and supervisors were employed compared to 363 in 1982.

Assistance was also provided to external departments and branches in the delivery and administration of such programs as Career-start with 638 placements in 1983 as compared to 325 in 1982, the Manitoba Employment Action Program Phase Two with 177 placements in 1983 and Northern Affairs Job Creation Program with 253 placements in 1983. (See table for breakdown and comparisons of job creation activities).

From the period November 1982 to October 1983, Employment Resource Consultants referred 565 individuals to employment training and related programs. Of those referred, 511 were placed. A total of 7,577 community, employer, client and other agency contacts were made.

During 1983, as a result of reorganization, the Career Resource Centre in Thompson was absorbed into the operation of the N.E.S.S. unit as an Employment Resource Centre. Their focus will now be employment oriented while maintaining career counselling services to the Mystery Lake School Division.

Employment Support Service South

A review of all Employment Services Division and external employment programs and services was carried out in the summer and fall of 1982. Commissioned by the Assistant Deputy Minister of the then Manpower Division, a report was filed in November, 1982.

Among its findings, the report identified two programs delivery mechanisms within the Manpower Division which:

- worked independently from one another
- provided services to the general population outside Winnipeg
- carried out program responsibilities without a clearly stated role and mission statement
- were not clearly identified as a regional arm of the department and were an unknown quantity to departmental personnel provided programs to areas outside Winnipeg

Recommendations of the report within the context of the Division reorganization included:

- a) The consolidation and re-organization of the Career Resource Centres and the Field Services Unit to become Southern Employment Resources
- b) The mandate to serve as co-ordinating and facilitating unit for all program initiatives of the Employment Services Division
- c) The endorsement of the "store-front" concept of the Employment Resources Centre
- d) The re-organization of boundaries to create six regions with responsibility for each located in Brandon, Dauphin, Teulon, Steinbach, Winkler & Killarney
- e) Provision of a pro-active capability in program development for regional staff who, prior to reorganization, served in an almost exclusively administrative capacity

The co-ordination will include the formalization of services to the clients of the Human Resources Opportunity Program provided by Employment Resources field staff. Current career counselling and employment development services to these clientele is to be continued and expanded.

Questions remain as to the nature of future involvement with Jobs Fund programming, economic development initiatives, and adult education issues which Employment Resources staff have dealt with in the past. A project, in which south-central school Divisions have approached Employment Resources to facilitate the development of local adult vocation training programs, will continue to be co-ordinated by field staff in the South-Central region.

Co-ordination of job-creation initiatives with economic development projects identified at a field level will continue, although a clear delineation of roles, responsibilities and authorities is essential in achieving any positive program results. Regional staff are also continuing development of special projects with employers interested in participation in the division's job creation or training programs.

More specific responses to the department change will be developed by Employment Resources regional staff as roles, responsibilities and resources are more clearly identified.

These recommendations, among others, have been implemented since April 1, 1983. The four field service areas and three career resource centres are now consolidated into six regional Employment Resources Centres serving: Eastman, Interlake, South/North Central, South-West, West-Man North (includes Brandon) and Parklands.

Briefly described, prior to April 1, 1983, Field Services staff administered the Hire-A-Student and the job-creation programs of the Employment and Youth Services Branch. The Career Resource Centre staff provided career counselling to individuals seeking such a service in Brandon, Dauphin and South Central areas of Manitoba. Field Services staff were located in Killarney, Teulon, Winkler, and Dauphin and tried to cover all southern Manitoba outside Winnipeg.

As of April 1, 1983, Employment Resources staff were responsible for the coordination of existing and ongoing departmental activities on a regional basis. This included regional representation of Immigration and Settlement, Apprenticeship, Employment and Youth Services, Women's Bureau and Jobs Fund initiatives as well as regional representation of programs for the Employment Training and Regional Services Branch, of which Employment Resources remains a part.

As part of the Employment Services Division program thrust, staff of the six regional offices will continue to deliver all aspects of the departmental job creation programs. These include CareerStart, MEAP, Hire-A-Student, with informational support also being given to the Science and Engineering graduates, the Municipal and Community Assets and the NEED programs. The career counselling mandate has been expanded to include identification of counselling needs for employees participating in the departmental job creation programs. Staff are working with other programs, such as New Careers and the Women's Bureau, to co-ordinate resources available for the employment disadvantaged.

The Career Resources Centre's counselling functions which address the needs of school populations in all regions are being developed in the schools. As part of this strategy, South Central's agreement with the five participating school divisions has been re-negotiated, with the new agreement seeing the schools pick up the costs of choices as these relate to each school's Career Resources Centre. The reduction in this cost to the Department is estimated at 60% of current expenditures, and is part of a deliberate strategy on the part of Employment Resources to encourage schools to develop their own career counselling capabilities.

Ongoing Activities:

Employment Resources staff continue to develop and deliver job creation initiatives at a regional level. Identification of special needs and development of programs to meet these needs: co-ordination of government resources

(human and financial); and counselling support to specific clients identified through job creation, and other programs continue to be part of the Employment Resources mandate.

Research and Planning Branch

Jim Nykohuk, Director

The Research and Planning Branch conducts studies and provides information in support of effective planning, management and policy development for the Department. With the reorganization of the Department last year, the Branch became responsible for the introduction and development of a formalized and systematic planning capacity within the department.

Responsibilities of the Branch are:

- Analyzing trends and projecting future changes in labour market conditions including assessing training needs
- Studying labour relations trends, conditions and issues in Manitoba and other parts of Canada
- Analyzing the performance and funding patterns of Federal and Provincial labour market programs
- Assessing the performance of departmental programs
- Measuring the labour market outcomes of training/education programs
- Conducting research and analysis of departmental operations, including information systems development
- Maintaining a research library
- Analyzing policy issues and preparing briefing papers
- Providing development and support for department planning

Major activities and projects the Branch undertook during 1983 to fulfill its responsibilities were:

Analysis of Labour Market Trends and Developments

During 1983, the Branch continued to monitor and analyze national and provincial labour market trends. Major activities included preparation of a monthly labour market information bulletin, analysis and summaries of Labour Force Survey trends, briefing notes and in-depth reports on priority issues and concerns (e.g. youth unemployment, labour market impacts of technological change, occupational and industrial employment trends in Manitoba between 1971-1981).

Labour Market Outlook and Training Needs Assessment

During the year, the Branch developed extensive information on the provincial labour market outlook and skill requirements to support the planning of labour market programs and the provision of career counselling information. The Branch completed a major report based on findings from its manpower needs survey of data processing occupations. Several reports were prepared on occupational outlook, potential skill shortages, and provincial training priorities. In addition, the Branch coordinated provincial input and support for development of the federal Canadian Occupational Projection System (COPS).

Analysis of Data on the Labour Relations Climate and the Provision of Information to Facilitate Collective Bargaining

In 1983, the Branch developed a series of statistical information to monitor and assess both provincial and national trends in the labour relations area. Data was provided on: work stoppages, wages and salaries, minimum wages, union memberships and collective agreement provisions.

A calendar of provincial collective agreement expirations was compiled to provide information on the number, nature and timing of collective bargaining situations in 1983.

The provision of over 650 Manitoba collective agreements were analyzed, resulting in the publication of this year's edition of "Major Provisions and Negotiated Working Conditions in Manitoba Collective Agreements". This document provides key data for use by labour relations practitioners.

In addition, work continued on the development of a regularized reporting system to summarize major provisions and wage settlements in currently negotiated collective agreements.

Measurement of Labour Market Outcomes of Training and Educational Programs

The Branch carried out a survey of 1982 graduates from the Province's community colleges to determine their post-education labour market experiences. The results of a special study conducted in 1982 of employers involved in the Apprenticeship Training

Program was published. The information from these projects is utilized primarily for program assessment and career counselling purposes.

Assessment of the Performance and Funding Patterns of Federal and Provincial Labour Market Programs

During 1983, the Branch continued to monitor and analyze Federal and Provincial labour market programs. A number of reports and briefing notes on the activity and funding levels of Federal programs within Manitoba and other provinces were prepared. Particular attention was given to funding allocations for training and trends in labour market supply resulting from training.

In cooperation with Canada Employment and Immigration, the Branch prepared an inventory of Provincial and Federal Government labour market programs operating in Manitoba in 1983.

On-going analysis of Unemployment Insurance program changes and activities continued during the year. This work included the monitoring of the number of persons who exhausted their UI benefits and of Work-sharing Program agreements.

The Branch also monitored and evaluated a number of programs of the Employment Services Division.

Provision of Research and Technical Assistance Systems and Other Management Needs

The Research and Planning Branch provides on-going assistance to the Department to address management information needs through systems analysis, statistical and management science techniques.

Specific activities provided were: management systems and information needs review within the Department; organizational research and analysis; research assistance to the Women's Bureau and the Labour Law Review office; and technical assistance to various branches within the Department.

Planning and Policy Analysis

During 1983 the Branch took the lead responsibility for the development and implementation of departmental planning, along with the provision of planning support of various branches and divisions of the Department.

This year, the Branch prepared a wide range of briefing notes, background papers and reports on labour and employment issues to support the development of departmental policies and programs. Background information was prepared for the Economic Summit Conference and various interprovincial and Federal-Provincial Conferences. The Branch assisted with the development of information and analysis on pension issues and with the preparation of papers on pension reform. A number of internal working papers devoted to technological change were prepared and a presentation to the Microcomputer Conference and Exhibition on the implications of new technology on the labour market was carried out. Also, developed were discussion papers on the topics of paid educational leave, training and adjustment, equal pay for work of equal value and a review of measures in various OECD countries to combat unemployment.

Women's Bureau

Shirley Bradshaw, Director

The Women's Bureau was established in 1972 to provide a better understanding of women's problems and concerns and to provide a variety of services for women at work and for women considering returning to work.

The Bureau's objectives are:

- To provide career counselling to women, individually, and in groups
- To create public awareness of women's contributions in the workforce and their concerns in the workplace
- To provide consultative services and resource information at seminars, conferences and workshops
- To provide an up-to-date resource bank of print and audio-visual materials on women's issues for use by the public-at-large.

In the past 12 months the number of women in the Province's labour force increased. At the end of October, 1983, there were 218,000 women in the Manitoba labour force, representing 54.4 per cent of the total Manitoba labour force.

The Bureau experienced a decrease in demand for vocational and career counselling as new agencies in the community, which offer job placement together with counselling, are now drawing increasing numbers of clients. However, the Brandon office experienced an increase in the number of women requesting counselling. One noticeable change has been that more women are scheduling follow-up appointments for career planning, preparation

of resumes, assistance with job interviews, etc. Telephone calls from working women seeking assistance and information on a wide variety of subjects were steady.

During 1983, the Bureau presented a number of special programs for women "Choices and Changes", a 10-week program, was again offered and fully subscribed. A mini- "Choices and Changes" was offered for the first time in The Pas to twenty-two women.

The four Bureau counsellors presented workshops for the Civil Service Commission's Development and Training Branch. These were "So You Want to Get Ahead", designed to assist support staff in understanding the process used in hiring, promotions and transfers in the Civil Service; and "Women in Management", designed to assist women in developing management skills.

Bureau staff were also involved in numerous conferences in the capacity of facilitator or committee member. Two which involved considerable staff time and resources were: "Women Working", part of the Museum of Man and Nature's "Concerning Work Series" and the "Focus on Women '83" Conference. In addition, staff of the Bureau attended numerous conferences as observers or participants. The Bureau participated in the Career Symposium in February as part of the Department of Labour and Employment Services display.

Sessions on assertiveness and decision-making were offered at the "Pre-Trades Training for Women" course at Red River Community College. Courses in sex-role stereotyping, resume writing, and interviewing techniques also were conducted in Winnipeg and Brandon in conjunction with the "Career Opportunities in Preparation for Employment" (COPE) courses. Staff also acted as resource persons for the "Employment Strategies for Women" courses in Beausejour and Selkirk as well as the Employment Orientation for Women" courses offered by the community college at the YWCA.

One counsellor participated in the Annual School Counsellors Association of Manitoba Conference and facilitated a major workshop on "What are Young Women in School to Look Forward to?"

Women's Bureau staff were invited by a number of organizations and schools to speak on such topics as: careers for women; stereotyping; resume-writing and job search techniques. Included among these were the St. James Collegiate Adult Business Education class on "Re-entering the Workforce", the

Business Education Teachers' Association, Red River Community College Classes, Grey Street United Church, Big Brothers (Mother's Committee) Villa Rose and Regent Park Church.

With the help of students hired under the Summer STEP program, the Bureau undertook two projects:

1. Barriers to Women entering Careers in Microtechnology:

Consisted of a literature search to identify careers available in the field of microtechnology. Personal interviews were then held with people involved in microtechnology issues, including employers union leaders and educators. Questionnaires were developed to assist the students in identifying barriers for women entering this field. The questionnaires will also serve as a basis for the development of programs. This report will be available in early 1984.

2. Slide Tape "Women and Work"

A STEP student prepared a new script and produced new slides for this audio-visual presentation. The script reflects labour force data (historical and present) as well as the changing occupational scene for women because of microtechnology. This production is now available for loan to interested groups from both the Brandon and the Winnipeg offices.

The Bureau participated with departmental officials in addressing problems encountered by workers laid off because of plant closures. One method to assist such persons is the Job Finding Club. The Job Finding Club attempts to assist those who, for a variety of reasons, have not been successful in locating employment. Participants become part of a group of job seekers who work together under the guidance and encouragement of a leader who offers support, information, facilities and supplies. The Club assists job seekers in organizing their job search. In addition, the leader works toward developing confidence within group members thereby increasing the ability of participants to market their skills. Two clubs were held and included unemployed persons from the community as well as those affected by plant closures. In the first instance, 9 of 12 participants found work within four weeks of taking the program. In the second, 8 of 11 found work within a similar time span.

Requests were also made to the Bureau for career planning, job search techniques and skills identification by various companies considering layoffs or technological change.

The Bureau's Brandon Office continued to meet an increasing demand for services in Western Manitoba. The various programs which were delivered included: seminars for farm women in Neepawa, Brandon, Melita, Russell and Portage la Prairie; speaking engagements including "So You Want to Get Ahead" at the Brandon Mental Health Centre, Women's Institute Convention in Portage la Prairie, Women Together series at Brandon University; resume writing and interviewing at Assiniboine Community College; Career Days at Somerset Collegiate; Job Stereotyping and Sexual Harassment for the COPE Course; "State of the Profession" at the Home Economics Association's Convention and Assertiveness training at the Women's Conference in Neepawa. Other activities of the Brandon staff member included working with an Immigrant Women's Group; involvement as a rural representative with the "Focus on Women '83" Conference and developing and producing the television show "Women Returning to Work".

Two research projects completed in 1982-83 have now been printed and distributed. They are: "V.D.T. Usage: A Survey of Women Office Workers" and "Women and Part-time Employment", both of which have been well received in the community.

Six editions of the Bureau's newsletter, "About Women", were published in 1983 with major topics being: "A Voice from the Rural Area," "Immigrant Women", "The Language Barrier", "Entrepreneurship", "Wife Abuse in Manitoba - The Hurting Must Stop" and the "Community Child Day Care Standards Act." Distribution of the 3,500 copies per issue extended to points beyond Manitoba including the United States, Australia, Japan, and the other Canadian provinces.

In 1982-83, the Bureau participated in displays at: International Women's Day, The Chamber of Commerce Business Show; Celebration '83 at the University of Manitoba; Exposure '83 at the University of Winnipeg; Living with Technology in the 80's at the University of Manitoba; Options for Women; The Future of Work at the University of Winnipeg; the Labour Day Festival and the Urban Futures Conference.